

# Request for Security on Advance Payment

Date: [Insert Date]

[Recipient's Name]

[Recipient's Position]

[Company Name]

[Company Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request security for the advance payment of [amount] which was discussed in our recent meetings pertaining to [project or purpose].

Given the significance of this project and to ensure all parties are protected, we believe that having a form of security for the advance payment is essential. This could be in the form of a bank guarantee, performance bond, or any other mutually agreeable arrangement.

We appreciate your understanding and cooperation in this matter and look forward to your prompt response so we can proceed without any delays.

Thank you for your attention.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]