

Work Performance Security Letter

Date: [Insert Date]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

To: [Recipient Name]

[Recipient Company Name]

[Recipient Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

This letter serves as a formal communication regarding the Work Performance Security for [Project Name].

We hereby confirm that we will provide a performance security in the amount of [Insert Amount] as required under the terms of our contract dated [Insert Contract Date]. This security will be issued by [Name of the Bank or Financial Institution], and will be valid until [Expiration Date].

Please find attached the relevant documents for your reference.

If you have any questions or need further clarification, please do not hesitate to contact us.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]