

(Sample Format)/[IN BANK LETTER HEAD]

DATE :

ATTENTION:

Financial Department
XXX
Address: XXX
Office: XXX
Fax: XXX

Transaction Code:

At the request of [Client name] ,we, [Bank Name & Address], hereby confirm with full bank responsibility and authority that we are ready, willing and able to issue our cash backed irrevocable & unconditional Bank Guarantee or/SBLC/or SG fully under ICC 758 format, further confirmed and certified by Bank,(Address), Country, via SWIFT MT799 follow by MT760, in favor of the beneficiary XXX, with clean, clear, legal bank owned funds in the face value of USD (United States Dollars)00 with a validity period of one (1) year and one (1) month.

We further confirm that the Bank Guarantee or/SBLC is fully negotiable, assignable, transferable, and divisible unconditionally or without any payment of fees, charges or levies and will be renewed or re-issued annually at the request & on such dates informed by the beneficiary in the same terms and conditions.

We further confirm that a “Special Clause” will be inserted into the Bank Guarantee/or SBLC stating the financial instrument can never be traded, sold or cashed.

Please confirm that you are ready to receive this Bank Guarantee/or SBLC or SG and you have the ability to proceed with the required readiness to complete the transaction pertaining to the arrangement as per the said Transaction Code.

This letter / certification is valid for a period of One year one month and is irrevocable with full authority during the period.

Yours faithfully,

For and Behalf of -----

(Signatures of Two Bank Officers)

Authorized Bank Officer 1
< Name , Title, Pin Code >

Authorized Bank Officer 2
< Name , Title, Pin Code >

Bank Seal

Pls attach the scan doc of the business cards of the signatories.