[DATE]

Contact Name

Address

Address2

Country

City /Province

Postal Code

**RE: REQUEST RELEASE OF PERSONAL GUARANTEE**

Dear [CLIENT NAME],

 You will find in your records that, [BANK NAME] is currently holding a Guarantee given by [NAME OF GUARANTOR], [TITLE] securing the debts and obligations of our company to you.

The agreement we signed with [BANK] states that you are in the obligation to review our credit [NUMBER] [MONTHS/YEARS] after we obtained the credit facility and considered releasing this Guarantee. This [NUMBER OF MONTHS/YEARS] period has now elapsed.

Since our repayment record has been satisfactory to [BANK] and our financial situation is good, we would therefore courteously demand that you release the aforementioned Guarantee.

Thank you in advance for your anticipated association. Should you have any questions, please do not hesitate to contact us.

Kind regards,

[NAME]

[TITLE]

[CONTACT NUMBER]

[COMPANY EMAIL]