[COMPANY LETTERHEAD]

[DATE]

**DINERSPAY PTE LTD**

Diners Club (Singapore) building

7500E BEACH ROAD #03-201

The Plaza SINGAPORE 199595

To Whom It May Concern

Dear **DINERSPAY Team @ STAGING GROUND**

**Request to discharge the original bank/insurance guarantee(s) for [Company name]**

We refer to the following:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| No. | Source Site Code | Project title with description | Insurance / Bank | Guarantee Reference No. / Security Deposit Receipt No. | Guarantee Amount | Guarantee Expiry Date |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

We would like to request the discharge for the above listed due to [reason].

The soft copy of the guarantee(s) is/are as attached for your reference.

Your assistance on the above will be greatly appreciated.

Thank you.

Yours Faithfully,

[COMPANY NAME]

[AUTHORISED SIGNATURE] [COMPANY STAMP]

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

NAME :

DESIGNATION :

DATE :