REQUEST RELEASE OF PERSONAL GUARANTEE  
  
[Date]  
  
  
[NAME, BANK AND ADDRESS, ex.  
Tom Atkinson  
COMANY Bank  
14 Edith Street,  
Hackney West,  
ZIP POST CODE]  
  
Dear [NAME, ex. Tom Atkinson],  
  
You are currently holding a Guarantee given by our principal, [NAME OF GUARANTOR, ex. Sara Smith] securing the debts and obligations of our company to you.  
  
[EXPLAIN REASON FOR REQUEST TO RELEASE GUARANTEE, ex. At the time you provided us with a credit, facility, you advised us that you would review our credit one year later and consider releasing this Guarantee. This period has now elapsed].  
  
Since our repayment record during this period has been satisfactory, and our financial position is strong, we would therefore respectfully request that you release the Guarantee.  
  
Thank you in advance for your anticipated co-operation. Please feel free to call me if you have any questions.  
  
  
Sincerely,  
  
  
[YOUR NAME, ex. Tony Montana]