# GlobalFinanceGuarantee – Client Proposal Templates

These standardized proposal templates are designed for use when presenting GlobalFinanceGuarantee (GFG) services to clients. Each template outlines the structure, key sections, and wording to ensure consistency and professionalism.

## Template 1 – Standby Letter of Credit (SBLC)

Subject: Proposal for Standby Letter of Credit (SBLC)

Dear [Client Name],  
  
Following our recent discussion, we are pleased to present our proposal for arranging a Standby Letter of Credit (SBLC) tailored to your project requirements.  
  
Instrument Type: Standby Letter of Credit (SBLC)  
Issuing Bank: [Bank Name]  
Amount: [Currency][Amount]  
Tenor: [Number] months  
Governing Rules: ISP98 / UCP 600  
Purpose: [Project / Contract Description]  
  
Our process includes full compliance (KYC/AML), instrument drafting, bank issuance, and SWIFT delivery.  
  
Fees: [Specify]  
Timeline: [X] business days from compliance clearance  
  
We look forward to assisting you in securing the required instrument.  
  
Best regards,  
[Your Name]

## Template 2 – Bank Guarantee (BG)

Subject: Proposal for Bank Guarantee (BG)

Dear [Client Name],  
  
We are pleased to submit our proposal for arranging a Bank Guarantee (BG) to meet your contractual obligations.  
  
Instrument Type: Bank Guarantee (BG)  
Issuing Bank: [Bank Name]  
Amount: [Currency][Amount]  
Tenor: [Number] months  
Governing Rules: URDG 758  
Purpose: [Contract Description]  
  
Our service covers due diligence, bank negotiations, drafting, and SWIFT transmission.  
  
Fees: [Specify]  
Timeline: [X] business days from compliance clearance  
  
Best regards,  
[Your Name]

## Template 3 – Performance Bond

Subject: Proposal for Performance Bond

Dear [Client Name],  
  
We propose arranging a Performance Bond to ensure fulfilment of your contractual obligations for the [Project Name] project.  
  
Instrument Type: Performance Bond  
Issuing Bank: [Bank Name]  
Amount: [Currency][Amount]  
Tenor: [Number] months  
Governing Rules: URDG 758  
Purpose: [Contract Description]  
  
Fees: [Specify]  
Timeline: [X] business days from compliance clearance  
  
Best regards,  
[Your Name]

## Template 4 – Proof of Funds (POF)

Subject: Proposal for Proof of Funds (POF)

Dear [Client Name],  
  
We are pleased to provide our proposal for Proof of Funds (POF) issuance.  
  
Instrument Type: Proof of Funds (POF)  
Issuing Bank: [Bank Name]  
Amount: [Currency][Amount]  
Validity: [Number] days/months  
Purpose: [Reason for POF]  
  
Our service includes verification via SWIFT MT799/MT760 and direct bank-to-bank confirmation.  
  
Fees: [Specify]  
Timeline: [X] business days from compliance clearance  
  
Best regards,  
[Your Name]

## Template 5 – Documentary Letter of Credit (LC)

Subject: Proposal for Documentary Letter of Credit (LC)

Dear [Client Name],  
  
We are pleased to offer our proposal for the issuance of a Documentary Letter of Credit (LC) for your trade transaction.  
  
Instrument Type: Documentary Letter of Credit (LC)  
Issuing Bank: [Bank Name]  
Amount: [Currency][Amount]  
Tenor: [Number] months  
Governing Rules: UCP 600  
Purpose: [Trade Description]  
  
Our service includes drafting the LC text, bank negotiations, and SWIFT transmission to the beneficiary bank.  
  
Fees: [Specify]  
Timeline: [X] business days from compliance clearance  
  
Best regards,  
[Your Name]