
(Date)

HOME GUARANTY CORPORATION

4th Floor, Jade Building
335 Sen. Gil Puyat Avenue
Makati City

Attention : **MS. MA. BELEN S. FABELLA**
OIC - Vice President
Guaranty & Credit Insurance Group

Gentlemen:

Pursuant to the Contract of Guaranty executed by and between Home Guaranty Corporation (HGC) and the _____ regarding our PhP _____ Retail/Developmental Guaranty Line, we would like to enroll/renew for guaranty coverage for our retail/developmental accounts with an aggregate outstanding balance of _____ (PhP _____) for the period _____ to _____.

In this regard, we have enclosed the following requirement:

1. Compact disc containing the batch list of retail accounts subject of renewal
2. Guaranty premium:

Check No. : _____
Check Date : _____
Amount : _____

We also warrant that we have complied with all the requirements under Articles V and VIII of the Contract of Guaranty.

We trust you will find the above in order and we look forward to receiving the corresponding Certificate of Guaranty.

Thank you.

Very truly yours,

