
(Date)

HOME GUARANTY CORPORATION

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

Attention : **MS. MELINDA M. ADRIANO**
Vice President
Guaranty Group

Gentlemen:

Pursuant to the Contract of Guaranty executed by and between Home Guaranty Corporation (HGC) and _____ regarding our PhP _____ Retail Guaranty Line, we would like to enroll/renew for guaranty coverage our retail accounts amounting to _____ (PhP _____).

In this regard, we have attached the following requirements:

1. Batch List of Accounts
2. Bank/Check No. _____ amounting to PhP _____ in favor of HGC representing guaranty premium.

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

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

Thank you.

Very truly yours,

