

# Guarantee Letter for Payment

Date:

To:  
  
(Recipient Name / Company)

Address:

Subject: **Guarantee Letter for Payment**

Dear Sir/Madam,

We, , hereby guarantee the payment of the amount of \$  (US Dollars  
) to  on behalf of  
 for the supply of goods/services as per the agreement dated .

This guarantee is valid until . Should payment not be made on or before the due date, we undertake to remit the due amount promptly upon your written demand.

Please do not hesitate to contact us for any further information.

Yours faithfully,

(Authorized Signatory)

(Position / Title)

(Company Name)