

## LETTER OF UNDERTAKING

Date: [Insert Date]

To: [Recipient Name/Organization]

Address: [Recipient Address]

Dear [Name of Recipient],

Subject: Letter of Undertaking regarding [Project/Agreement Name]

I, [Your Full Name], representing [Your Company Name, if applicable], hereby formally undertake and agree to the following terms and conditions:

- I shall [Describe the specific action or task to be performed].
- I ensure that [Describe the standard or quality to be maintained].
- I commit to completing the aforementioned task by [Insert Deadline/Date].
- I agree to indemnify [Recipient Name] against any loss or damage resulting from a breach of this undertaking.

This undertaking is binding and shall remain in effect until [Insert Expiry Date or Condition].

Signed by,

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[Your Signature]

[Your Printed Name]

[Your Title/Position]

[Your Contact Information]

Witnessed by:

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[Witness Name]

[Witness Occupation]