

PAYMENT GUARANTEE LETTER

Date: [Insert Date]

To: [Recipient Name/Company Name]

Address: [Recipient Address]

Contact Number: [Recipient Phone Number]

Dear [Name of Contact Person],

This letter serves as a formal guarantee of payment to [Recipient Company Name] for the goods/services described below:

- Description of Goods/Services: [Insert Description]
- Invoice/Reference Number: [Insert Number]
- Total Amount Due: [Insert Currency and Amount]
- Due Date: [Insert Date]

I, [Your Name/Authorized Representative], acting on behalf of [Your Company Name], hereby irrevocably and unconditionally guarantee the punctual payment of the total amount stated above.

In the event that [Your Company Name] fails to make the payment by the specified due date, I/we agree to settle the outstanding balance within [Number] business days upon receiving a formal written notice of default.

This guarantee shall remain in full force and effect until the total amount has been paid in full and received by [Recipient Company Name].

Sincerely,

[Signature]

[Printed Name]

[Title/Position]

[Company Name]

[Tax ID/Business Registration Number]