

Date: [Insert Date]

To: [Supplier Name]
[Supplier Address]
[City, State, Zip Code]

Subject: LETTER OF GUARANTEE

Dear [Contact Person or Credit Manager],

In consideration of [Supplier Name] (hereinafter referred to as the "Supplier") extending credit facilities and supplying goods or services to [Customer/Company Name] (hereinafter referred to as the "Customer"), I/we, the undersigned [Guarantor Name], hereby unconditionally and irrevocably guarantee the punctual payment of all sums currently owed or which may hereafter become due from the Customer to the Supplier.

The terms of this Guarantee are as follows:

1. **Liability:** This is a guarantee of payment and not merely of collection. The Supplier shall not be required to proceed against the Customer or exhaust any remedies against the Customer before seeking payment from the Guarantor.
2. **Limit of Guarantee:** This guarantee shall cover the full balance of the Customer's account, including principal, interest, and any legal costs incurred in collection, up to a maximum amount of [Insert Amount if applicable, or state "Unlimited"].
3. **Duration:** This guarantee shall be a continuing guarantee and shall remain in full force until all liabilities of the Customer to the Supplier have been paid in full, or until revoked by the Guarantor via written notice sent by certified mail.
4. **Waiver:** The Guarantor hereby waives notice of acceptance, notice of default, and any right to require the Supplier to provide notice of any extensions or changes to the credit terms granted to the Customer.

This guarantee shall be binding upon the Guarantor's heirs, executors, administrators, and assigns.

Sincerely,

Signature of Guarantor

Guarantor Name: [Print Name]

Title/Position: [If applicable]

ID/Social Security Number: [Optional/Required per region]

Address: [Guarantor's Address]

Witness Signature: _____

Witness Name: [Print Name]