

[Department/Ministry Name]

[Official Address]

[City, State, Zip Code]

[Date]

To:

[Bank Name]

[Branch Name]

[Bank Address]

Subject: Letter of Guarantee for Overdraft Facility - [Name of Entity/Agency]

Dear [Manager Name/Contact Person],

1. This Letter of Guarantee is issued by the [Name of Government Department/Ministry], hereinafter referred to as "the Guarantor," in favor of [Bank Name], hereinafter referred to as "the Bank."

2. The Guarantor hereby irrevocably and unconditionally guarantees the repayment of an overdraft facility granted by the Bank to [Name of the Entity/Agency receiving the funds], hereinafter referred to as "the Borrower," up to a maximum principal limit of [Currency and Amount in Figures] ([Amount in Words]).

3. This guarantee covers the principal amount, accrued interest, and any legal costs or fees associated with the recovery of the debt in the event of default by the Borrower.

4. The Guarantor undertakes to pay the Bank the amount due within [Number] business days upon receipt of a written demand stating that the Borrower has failed to meet its repayment obligations under the terms of the overdraft agreement.

5. This guarantee shall remain valid until [Expiry Date] or until the overdraft facility is fully liquidated and discharged by the Borrower, whichever occurs first.

6. This guarantee is governed by the laws of [Country/Jurisdiction].

Yours faithfully,

[Signature]

[Full Name of Authorized Official]

[Title/Position]

[Official Seal/Stamp]