

Date: [Insert Date]

To:

The Manager,
[Bank Name],
[Branch Address]

Subject: Letter of Guarantee for Overdraft Facility

Dear Sir/Madam,

In consideration of [Bank Name] (hereinafter referred to as "the Bank") granting or continuing an overdraft facility to [**Name of the Borrower/Company**] (hereinafter referred to as "the Borrower") up to the limit of [**Amount in Figures and Words**], I/We, the undersigned, [**Your Name / Company Name**], residing at/having registered office at [Your Address], hereby irrevocably and unconditionally guarantee the due payment of all sums of money which are now or may at any time hereafter become due and owing to the Bank by the Borrower.

My/Our liability under this guarantee shall be subject to the following terms:

- **Continuing Guarantee:** This shall be a continuing guarantee and shall remain in force until all liabilities of the Borrower to the Bank regarding the said facility are fully discharged.
- **Amount Payable:** My/Our liability under this guarantee shall be limited to the principal sum of [Amount] plus any accrued interest, commissions, and legal costs incurred by the Bank in recovering the debt.
- **Primary Obligor:** The Bank may treat me/us as principal debtors and may proceed against me/us immediately upon default by the Borrower without first exhausting remedies against the Borrower.
- **Notice:** This guarantee may be terminated by giving [Number] days' written notice to the Bank, provided that I/we remain liable for all debts incurred by the Borrower up to the expiry of the notice period.

This guarantee shall be governed by and construed in accordance with the laws of [Country/State].

Yours faithfully,

[Signature]

[Name of Guarantor]

[ID/Passport Number]

[Phone Number]

Witnessed By:

[Name of Witness]
[Address of Witness]