

Date: [Insert Date]

To:

[Utility Department Name]

[Municipality Name]

[Address]

[City, State, Zip Code]

Subject: Letter of Guarantee for Utility Services

To whom it may concern,

This letter serves as a formal guarantee for the municipal utility services (including [Water, Sewer, Trash, Electricity]) provided to the property located at:

Service Address: [Full Property Address]

Account Number (if known): [Account Number]

I, [Guarantor Name], acting as the [Guarantor Title, e.g., Property Owner/Parent Company], hereby unconditionally guarantee the prompt payment of all utility charges, fees, and assessments incurred at the aforementioned address.

In the event that [Applicant/Tenant Name] fails to pay any billed amounts by the due date, I agree to assume full financial responsibility for the outstanding balance. This guarantee shall remain in effect until [End Date or "the account is closed and final payment is verified"].

Please find my contact information and identification details below for your records:

- **Phone Number:** [Phone Number]
- **Email Address:** [Email Address]
- **Billing Address:** [Full Mailing Address]

Sincerely,

[Signature]

[Printed Name]

[Date]

Notary Acknowledgement (if required):

State of [State], County of [County]. Subscribed and sworn to before me this [Day] day of [Month], 20[Year].

Notary Public