

Date: [Insert Date]

To:

[Utility Company Name]

[Billing Department Address]

[City, State, Zip Code]

Subject: Letter of Guarantee for Utility Bill Settlement

Account Holder Name: [Name on Account]

Account Number: [Utility Account Number]

Service Address: [Address where utility is provided]

Dear Billing Department,

This letter serves as a formal guarantee regarding the outstanding balance for the utility account mentioned above. I, [Your Name/Company Name], hereby guarantee the full settlement of the current balance amounting to [Currency/Amount] by no later than [Payment Deadline Date].

In the event that the primary account holder fails to make the payment by the specified date, I accept full legal and financial responsibility for the outstanding debt, including any late fees or interest accrued. Payment will be made via [Payment Method: e.g., Bank Transfer, Check, Credit Card].

We request that [Service Provider] refrain from disconnecting the services or initiating collection actions while this settlement is being processed according to the timeline stated above.

Should you require further verification or additional documentation, please contact me directly at [Phone Number] or [Email Address].

Sincerely,

[Signature]

[Printed Name of Guarantor]

[ID/Passport Number or Tax ID]

[Current Address]