

[Company Header/Logo]

[Date]

[Beneficiary Name]

[Beneficiary Address]

[City, State, Zip Code]

Subject: Letter of Guarantee for Future Placement Credit Memo

Dear [Recipient Name],

This letter serves as a formal guarantee by [Issuing Company Name] regarding the issuance of credit memos for future placements under account number [Account Number].

We hereby guarantee that in the event of [Specific Condition, e.g., candidate termination or service cancellation] within the agreed guarantee period of [Number] days, [Issuing Company Name] will issue a Credit Memo in the amount of [Currency/Amount or Percentage].

The Credit Memo issued under this guarantee shall be applicable toward any future invoices or placements made by [Beneficiary Name] and will remain valid until [Expiration Date].

This guarantee is subject to the following terms:

- The original invoice must be paid in full according to the initial payment terms.
- Written notification of the claim must be received within [Number] days of the triggering event.
- The credit is non-refundable and cannot be exchanged for cash.

Please contact our billing department at [Phone Number/Email] should you have any questions regarding this guarantee.

Sincerely,

[Signature]

[Name of Authorized Signatory]

[Title]

[Company Name]