

Letter of Undertaking Format in Word for Delivery of Goods

[Company Letterhead]

[Date]

[Receiving Party's Name and Address]

Dear Sir/Madam,

We, [Undertaking Party's Name], hereby provide this Letter of Undertaking to [Receiving Party's Name], regarding the delivery of [Description of Goods]. We confirm that we will fulfill this obligation by delivering the goods by [Date of Delivery]. We understand that if we fail to fulfill this obligation, [Receiving Party's Name] can take legal action against us.

This Letter of Undertaking is subject to termination under the following circumstances:

[Termination Circumstances]

This Letter of Undertaking is governed by the laws of [Governing Law]. The undersigned [Undertaking Party's Name] agrees to abide by the terms and conditions of this Letter of Undertaking.

Sincerely,

[Undertaking Party's Name]

[Signature]

[Name and Title]

Accepted and Agreed:

[Receiving Party's Name]

[Signature]

[Name and Title]