

Letter of Undertaking for Payment Responsibility

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Title/Position]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Subject: Letter of Undertaking for Payment Responsibility

Dear [Recipient Name],

I, [Your Name], hereby undertake to be responsible for the payment due for [describe the services/products] provided by [Company/Organization Name] as outlined in the agreement dated [insert agreement date].

I acknowledge my responsibility to ensure that all payments are made on or before their respective due dates. Should any payment be delayed, I will notify [Company/Organization Name] immediately and take the necessary actions to resolve the issue.

This undertaking is made in good faith, and I assure the [Company/Organization Name] that I have the financial capability to honor this commitment.

Thank you for your understanding.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]