

I'm not robot!

10 Christian Street,
Paradise Avenue,
Heaven,
19/10/2020

The Registrar,
University of Nigeria,
Nsukka,
Enugu state.

Dear Sir

Letter of Attestation

I, Mr (your father's name) of (your village, local government and state), hereby attest that (your name) is my son/daughter. He (use the appropriate pronoun for your gender) has obtained the requisite certificates in the primary and secondary levels as well as the required JAMB (in full please) and Post-JAMB scores, hence the admission.

His behaviour under my tutelage has been quite commendable though he still has need for improvement academically, socially and otherwise. I, therefore, humbly implore the university to assist him with all the support he needs to attain his full potential.

I promise to support and take full responsibility for his conducts in the university.

Yours faithfully,

(signature)

Your Father's name.

Order Reference:
00000000000000000000
Enugu, Enugu State,
Nigeria
09 December 2014
Dear Sir,
Dear Sir,
I hereby request you to issue bank guarantee as per format enclosed. I also request you to debit charges and / or margin to our Cash Credit Account / Current Account No. along with your charges.
The bank guarantee is to be issued against our limit of ₹/ The bank guarantee is against full cash margin provided by us.
Bank Guarantee Amount ₹
Beneficiary Full name and address:(For Bank's Control Purposes):
BG Expiry Date:
BG Claim expiry date (if any):
DECLARATION – CUM – UNDERTAKING (Required in case of foreign bank guarantee only)
I/We hereby declare that the transaction the details of which are specifically mentioned in this request letter does not involve, and is not designed for the purpose of any contravention or evasion of the provisions of the Foreign Exchange Management Act or of any rules, regulation, notification, direction or order made thereunder. I/We also hereby agree and undertake to give such information/documents as will reasonably satisfy you about this transaction in terms of the above declaration. I/We also understand that if I/We refuse to comply with any such requirement or make only unsatisfactory compliance therewith, the bank shall refuse in writing to undertake the

Bank Guarantee request letter

REQUEST LETTER FOR ISSUING BANK GUARANTEE

Date
To
The Branch Manager,
ICICI Bank Ltd.,
----- Branch

We hereby request you to issue bank guarantee as per format enclosed.

We request you to debit charges and / or margin to our Cash Credit Account / Current Account No. along with your charges.

The bank guarantee is to be issued against our limit of ₹/ The bank guarantee is against full cash margin provided by us.

Bank Guarantee Amount ₹

Beneficiary Full name and address:(For Bank's Control Purposes):

BG Expiry Date:

BG Claim expiry date (if any):

DECLARATION – CUM – UNDERTAKING (Required in case of foreign bank guarantee only)

I/We hereby declare that the transaction the details of which are specifically mentioned in this request letter does not involve, and is not designed for the purpose of any contravention or evasion of the provisions of the Foreign Exchange Management Act or of any rules, regulation, notification, direction or order made thereunder. I/We also hereby agree and undertake to give such information/documents as will reasonably satisfy you about this transaction in terms of the above declaration. I/We also understand that if I/We refuse to comply with any such requirement or make only unsatisfactory compliance therewith, the bank shall refuse in writing to undertake the

Laptop Issue Form

Name of Employee:

Date of Issuance:

Location:

I have received the following Laptop Computer:

Model No:

Make:

S. no.:

- I understand that I am being issued a laptop computer as a tool to facilitate my work.
- I understand that I am responsible for the laptop computer issued to me and that I will care for the equipment in such a manner as to prevent loss or damage. I further understand that:
 - The laptop is an work tool and should be brought to work each day.
 - The laptop should be transported in its case and stored carefully so it is not susceptible to damage. I may not make any permanent personally identifying marks on the laptop computer including adhesive labels/stickers.
 - The laptop should never be left unattended after office hours, weekends, holidays, etc.
 - The laptop should not be left unattended in any public area.
- Acceptable storage of laptop during office hours includes locked desks, cabinets or other secured spaces not visible when the laptop is not in the user's possession.
- The laptop should not be left inside a vehicle where temperature extremes can permanently damage the unit and/or its components or could be visible resulting in theft.
- In the case of any damages or abuse of the laptop, or because of my failure to follow company technology acceptable use policies, including this agreement, I understand I will be held

Tenant's name:
Tenant's address:

Dear

Tenancy at:

This is not an eviction notice. This is a 14-day Notice to Remedy regarding rent arrears.

Your rent is behind by \$..... This is a breach of the Residential Tenancies Act 1986 and our tenancy agreement.

The last payment received was \$..... on/...../..... You are required by law to pay rent when it is due.

Please pay \$..... by/...../..... (at least 14 days from but not including today*) (the Payment Date).

You will also need to pay your current rent due on/...../..... to bring your rent payments up to date.

Please call me on or email to discuss arrangements for you to pay the missed rent.

If you do not make this payment on or before the Payment Date, or make an arrangement with me to pay, I can apply to the Tenancy Tribunal to end your tenancy, and for you to pay all the rent owed.

I enclose a copy of your rent record for you to check with your bank statements or receipts.

Yours sincerely

Delivery:

Date: / /

- By (tick):
- mail (*allow 4 extra working days from but not including today)
 - hand into letterbox (*allow 2 extra working days from but not including today)
 - email to an email address given as an additional address for service (*if sent by email after 5pm, allow 1 extra working day from but not including today)
 - fax to a facsimile number given as an additional address for service (*if sent by fax after 5pm, allow 1 extra working day from but not including today)
 - hand to tenant

Sample of undertaking letter format for employee. Sample of undertaking letter for business. Sample of undertaking letter for school. Sample of undertaking letter format word. Sample of undertaking letter for safety. Sample of undertaking letter for students. Sample of undertaking letter format. Sample of undertaking letter for construction work.

Undertaking Letter: Undertaking letters are utilized in various other situations in a formal way. Most of the time, it is used from a business perspective, to achieve some deeds or work for a business and in return, getting paid for it. Furthermore, a letter of undertaking is normally brief and clear - unambiguously describing the sender's intent. For instance, if one party wants to fulfill some work for a business and get paid for it, the individual would arise a letter of undertaking to the business declaring their intentions. Here, we have curated the LOU Format, Templates, and Samples for your reference along with some tips, guidelines, and steps on how to write an Undertaking Letter. Also, Use our distinct Letter Writing Topics relating to Formal and Informal Sections and get familiar with several writing styles. How to Write a Letter of Undertaking? Remember the following steps while writing a Letter of Undertaking and prepare an effective letter. LOUs are brief and straightforward, clearly outlining the sender's intentions. Both individuals need to grant on terms else the letter is irrelevant. It is hence important that if you're requesting the letter, not for foolish demands, and if sending one to ensure the recipient is expecting it. Since it is a form of agreement it is common to sign the letter in good faith. Tips for Writing Undertaking Letter As it is a formal type of letter writing one should follow certain tips while writing the letter of undertaking. The writing tips of Undertaking Letter are as follows: Add the exact terms of conditions and any other relevant information Make sure that the letter is written in a formal tone by avoiding informal greetings. The matter should be unambiguous and short. Seek to prevent technical jargons that may hamper the clarity of the terms. Assure that the letter is signed in good faith. Proofread the letter carefully before sending or emailing it in. Undertaking Declaration Letter By Employer Template | Format of Undertaking letter I (Code) Telephone: (Office) (Mobile) Telefax: Email: Candidate's Name: Candidate's ID No. Candidate's Employment Commencement date: I hereby certify that the above candidate is currently employed in my firm/organisation/department on a full-time basis and will be afforded full opportunity - supervised by a Registered Professional Quantity Surveyor member of my staff or by me, or mentored by a contracted external PQS, to gain the appropriate practical experience in preparation for admission to the prescribed Assessment of Professional Competence as detailed in the Registration Policy as amended in the Government Gazette from time to time. I declare that I have read the "Employer's Responsibility" as set out below and I confirm that the above candidate will be given experience in the indicated Areas of Skills Categories listed in the Council's logbook appended. Signature of Employer/Head of Department Date Template of Undertaking Letter by Parents for Student in School To, The Principal (Name of the College/Institution) Date: / / (Date) From, (Name of the Parent) Subject: Undertaking Letter Respected Sir/Madam, Respectfully, I am (Name of Parent), parent/guardian of (Name of the Ward). My ward took admission in your esteemed school on (Date). I hereby write to assure you that my child will perform her/his best in the academic year (year/semester). She/He had been performing well in the previous academic sessions. I have attached all the previous report cards and my contact details for your reference. Thank you so much for your time. Sincerely, (Name of the Parent) (Signature of the Parent) (Contact Details) Undertaking Declaration Letter Samples Get the undertaking letter samples and examples for various scenarios and understand how to draft the letter of undertaking declaration on your own. Just refer to the images given here and download those Undertaking Letter examples images for reference. After having a glance at these samples of undertaking letters you will surely learn what to include and what not to include. So, go through this section and check out the different examples of undertaking declaration letters. Sample 1 - Undertaking Letter for an IT Job Letter of Undertaking to State Bank of India Undertaking Letter for a Landscaping Job FAQs on Undertaking Letter Writing 1. What is meant by the undertaking letter? Undertaking Letter is a surety by one party to another party that they will fulfill the commitment that had been earlier agreed on, but not written into a contract. Also, a letter of undertaking is obvious in real estate and other transactions where one party wants to reduce potential losses. 2. Who can give an undertaking? Undertakings are provided on behalf of the firm and not a self. You only need to give an undertaking if you are duly authorised by your firm to do so. In case you are so authorised, you must assure that you comply with any procedures your firm has in connection to undertakings. 3. What should include in an undertaking letter in school? A letter of undertaking is a kind of formal letter; it should include the date, your address, school address, salutation, and heading. Also, it must hold an introduction which should explain clearly if the letter is written by a lawyer or by the person in need. letter of undertaking terms and conditions promisor promisee undertaking project fulfil condition fulfillment of contract fulfillment of condition completion of project project completion Undertaking Letter Meaning: An undertaking letter or a letter of undertaking is a formal document, but not necessarily a contract that provides assurance from one party to another to fulfill an obligation. It is mostly used from a business perspective, to fulfill some deeds or work for a business and in return, getting paid for it. Moreover, an undertaking format letter is usually brief and clear - unambiguously explaining the sender's intent. For an undertaking letter to be valid, all the parties involved must accept the terms of the letter, else the agreement becomes void. Hence, when drafting the letter, ensure that the terms and conditions are valid and reasonable. An undertaking letter does not legally bind the parties like a contract, however, this changes with the scenario. Moreover, a letter of undertaking sample is often signed in good faith, to enforce the feeling of mutualism and respect between both parties. As stated before, an undertaking letter sample can be used in many scenarios; the following are a few samples that you can adapt and edit to your liking. Read on to find more about undertaking letter for payment, undertaking agreement, undertaking application for migration certificate Get Other Types of Letter Writing like Formal, Informal and Different Types of Letter Writing Samples. Undertaking Letter Writing Guidelines The following are a few of the important guidelines to be maintained for how to write an undertaking letter application: Include the exact terms of conditions and any other relevant information Ensure that the letter is drafted in a formal tone. And do try to avoid informal greetings The matter must be unambiguous and short Try to avoid technical jargons that may hamper the clarity of the terms Ensure that the letter is signed in good faith Proofread the letter carefully before sending it in Sample 1 - Undertaking Letter for an IT Job Sample 2 - Letter of Undertaking to State Bank of India Sample 3 - Undertaking Letter for a Landscaping Job FAQs on Undertaking Letter Question 1. What is an undertaking letter format? Answer: An undertaking letter is a formal document that provides assurance from one party to another to fulfill an obligation. Question 2. How do you write an undertaking letter? Answer: The following are the guidelines for writing an undertaking letter: Include the exact terms of conditions and any other relevant information. Ensure that the letter is drafted in a formal tone. The matter must be unambiguous and short. Ensure that the letter is signed in good faith. Proofread the letter before sending it in. Question 3. What is the use of a letter of undertaking? Answer: A letter of undertaking is mostly used from a business perspective, to fulfill some deeds or work for a business and in return, getting paid for it. Question 4. How does an undertaking letter become void? Answer: For an undertaking letter to be valid, all the involved parties should accept the terms and conditions of the letter, else the agreement becomes invalid. Hence, when drafting the letter, do that the terms and conditions are accurate and reasonable. Furthermore, not all undertaking letters are legally binding.

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