[Company name]

How to use this document: delete this paragraph before saving, sharing, or circulating it. Every part shown in blue is yours to replace: type your own details over each blue [field] until no blue remains. Then select all (Ctrl+A) and set the font colour to the same dark colour throughout. What is left is your finished document.

Undertaking Letter

This template provides general wording only and is not legal advice. Check the wording against your agreement and the rules that apply to you before you use it.

[Date]
From: [Your full name], [Your address]
To: [Name of the recipient], [Address of the recipient]
Dear [Name of the recipient],
Re: Undertaking given to [Name of the person or organisation receiving this undertaking]

1. Parties and background

Given by: [Your full name], [Your address]
Given to: [Name of the person or organisation receiving this undertaking], [Address of the person or organisation receiving this undertaking]

This undertaking is given in connection with [Matter, agreement, or application this undertaking relates to]. I give the undertakings in section 2 freely, and [Name of the person or organisation receiving this undertaking] may rely on them.

2. Undertakings

I undertake: (1) to pay [Amount to be paid] to [Person or organisation to be paid] by [Date for payment]; (2) to deliver [Description of what is to be delivered] to [Place or person for delivery] by [Date for delivery]; (3) to comply with [Requirement, rule, or term to be complied with] from [Start date] until [End date]; (4) to provide [Document, report, or information to be provided] to [Person or organisation to receive it] by [Date for providing it]; (5) [Any other commitment you are giving].

3. Timeframe

Each undertaking in section 2 must be completed by the date stated for it, or by [Date by which all undertakings must be completed] if no date is stated. If I cannot meet a date, I will tell [Name of the person or organisation receiving this undertaking] in writing before that date and propose a new date of [Proposed new date, if known].

4. If an undertaking is not met

If I do not meet an undertaking by its date, this will apply: [Consequence if an undertaking is not met, as agreed between the parties or as set out in the relevant agreement]. Any further step will be as set out in [Agreement, policy, or rule that sets out the next step].

5. General

This letter is the whole undertaking given on this date about the matter in section 1. Any change must be agreed in writing by both parties and signed by [Your full name] and [Name of the person or organisation receiving this undertaking].

Signature: _____ **Date:** [Date of signing]
Full name: [Your full name] **Role:** [Your role or job title, if any]
Accepted by: Signature: _____ **Date:** [Date of signing]
Full name: [Full name of the person accepting this undertaking] **Role:** [Role or job title of the person accepting]