Ashford Business Services Ltd

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.

9 November 2026
From: Sarah Mitchell, 14 Oakfield Road, Birmingham B17 9JH
To: Sarah Mitchell, 14 Oakfield Road, Birmingham B17 9JH
Dear Sarah Mitchell,
Re: Undertaking given to Sarah Mitchell

1. Parties and background

Given by: Sarah Mitchell, 14 Oakfield Road, Birmingham B17 9JH
Given to: Sarah Mitchell, 14 Oakfield Road, Birmingham B17 9JH

This undertaking is given in connection with Matter, agreement, or application this undertaking relates to. I give the undertakings in section 2 freely, and Sarah Mitchell may rely on them.

2. Undertakings

I undertake: (1) to pay £45.00 to Person or organisation to be paid by 9 November 2026; (2) to deliver Description of what is to be delivered to Place or person for delivery by 9 November 2026; (3) to comply with Requirement, rule, or term to be complied with from 9 November 2026 until 9 November 2026; (4) to provide Document, report, or information to be provided to Person or organisation to receive it by 9 November 2026; (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 9 November 2026 if no date is stated. If I cannot meet a date, I will tell Sarah Mitchell in writing before that date and propose a new date of 9 November 2026.

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 Sarah Mitchell and Sarah Mitchell.

Signature: _____ **Date:** 9 November 2026
Full name: Sarah Mitchell **Role:** Office Manager
Accepted by: **Signature:** _____ **Date:** 9 November 2026
Full name: Sarah Mitchell **Role:** Office Manager