

SAMPLE LETTER (please do not write in this sheet)

Undertaking Letter

(To be sent on the Contractor's Company letterhead to Bank)

Date:



Bank Manager

.....
.....
.....

Dear Sir,

SUBJECT : LETTER OF UNDERTAKING AND AUTHORIZATION TO HONOUR

PROJECT NAME :
.....

CONTRACT NO :

We have committed funds from our account to the Construction Guarantee Fund (CGF) as a Security against the facilities taken by our Company and by this letter we request you to transfer the amount mentioned here to the Construction Guarantee Fund Main Account No.84115057 operating at Bank of Ceylon, Independence Square.

Cheque No. : Date : Amount : Rs.

Amount in words : Rupees

Bank : Branch :

Further, we irrevocably undertake not to revoke this request, not to stop payment or advice not to honour at any time and delegate the authority to CGF to directly give any instructions/or to act on this transaction without notifying to us.

As an advance copy, this letter will be forwarded to you as instruction from our Company and the original letter will be forwarded to you by CGF when the need arises, until such time please treat the forwarded copy as an advance notification of this arrangement.

This instruction will be valid until any instructions given to you by the CGF in this regard and we have delegated that authority to CGF in this regard.

Thank You.

AUTHORIZED SIGNATORIES OF THE COMPANY

Signature	1.	2.	3.
Name	1.	2.	3.
NIC	1.	2.	3.
Mobile	1.	2.	3.

Encl: Copy of Cheque No _____ date _____ Bank _____

Company Seal

C.c. : Construction Guarantee Fund