

SAMPLE LETTER (please do not write in this sheet)

Undertaking Letter

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

CGF.FORMAT.006
Updated 10/11/2021
CHEQ-SEC

Date:

Chief Executive Officer
Construction Guarantee Fund
Level 1, "Savsiripaya"
123, Wijerama Mawatha,
Colombo 07

Dear Sir,

SUBJECT : SECURITY FOR FACILITIES
PROJECT :
CONTRACT NO :

As we intend to obtain Bonds & Guarantees from CGF and due to considerable level of RISK at the request of CGF we agreed to maintain a security decided as per the terms specified by CGF.

Accordingly, we unanimously agreed to maintain a security to the above project until such time CGF satisfy and release the security.

Security mode : Cheque No: _____ Date : _____

Bank : _____

Amount : RS. _____

Cash Deposited : Account No: _____ Date : _____

Thank you.

AUTHORIZED SIGNATORY OF THE COMPANY

<Signature>

<Name>

<NIC>

<Mobile No>

<Company Name>

Seal

Encl: Cheque/Deposit slip