**Guarantee Letter Template**

horizontal line

**[Your Name/Company's Name]  
[Your Address/Company's Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]**

**[Recipient's Name]  
[Recipient's Position]  
[Recipient's Company/Organization]  
[Recipient's Address]  
[City, State, ZIP Code]**

**Dear [Recipient's Name],**

**This letter serves as a formal guarantee for [product/service] provided by [Your Company] to [Recipient's Company]. We assure you that our [product/service] meets all the specifications and standards as described in our contract.**

**Scope of Guarantee:**

* **This guarantee covers [specific aspects, e.g., quality, performance, etc.].**
* **The duration of this guarantee is [specific period, e.g., one year] from the date of delivery.**

**Conditions:**

* **This guarantee is valid under normal usage conditions.**
* **Any misuse or unauthorized modifications void this guarantee.**

**Claim Process:  
To make a claim under this guarantee, please contact us at [contact details] and provide the following information:**

* **Proof of purchase**
* **Description of the issue**
* **Any relevant documentation or evidence**

**We stand behind our [product/service] and are committed to ensuring your satisfaction.**

**Sincerely,**

**[Your Name/Position]  
[Your Company's Name]**