

Guarantee Letter Template

[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]