

# Basic Letter of Undertaking for Liability

**Date:** June 10, 2024

**To:** The Manager

XYZ Corporation Ltd.

1234 Business Ave, City, Country

**From:** John Doe

5678 Main Street

City, Country

## Subject: Letter of Undertaking for Liability

Dear Sir/Madam,

I, John Doe, hereby undertake to assume full responsibility for any losses, damages, or liabilities that may arise in relation to the shipment of goods (Reference No: 7890ABC) from XYZ Corporation Ltd.

I confirm that I understand and accept all applicable terms and conditions connected with this undertaking. I further agree to indemnify XYZ Corporation Ltd. and its representatives against any claims, costs, or actions resulting from my failure to comply with the stated obligations.

This undertaking shall be effective from the date of this letter and will remain valid until all relevant matters are duly settled.

Kindly acknowledge receipt of this letter and feel free to contact me should you require any clarification.

Sincerely,

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John Doe  
Contact: (123) 456-7890  
Email: johndoe@email.com

## Important Notes:

- This document is legally binding once signed.
- All undertakings should be clear on the scope of liability.
- Include all essential parties, reference numbers, and dates.
- It is advisable to review with legal counsel before signing.
- Keep a signed copy for your personal records.