

Project Liability Undertaking Letter Format

Date: [Insert Date]

To,

[Recipient Name]

[Recipient Title/Position]

[Company/Organization Name]

[Address]

Subject: Project Liability Undertaking Letter

Dear [Recipient Name],

I, [Your Name], in my capacity as [Designation/Position] of [Your Company/Organization Name], hereby undertake full responsibility for any liabilities arising in connection with the execution of the project titled "[Project Name]" as per the agreement dated [Agreement Date] between [Your Company/Organization Name] and [Client/Organization Name].

We assure you that all works will be carried out in strict accordance with the terms and conditions stipulated in the contract, applicable statutory requirements, and established best practices. In case of any loss, damage, or legal complications that may arise as a result of our actions or negligence during the course of this project, we accept all liabilities and obligations as prescribed.

This undertaking is being provided to confirm our commitment to project safety, compliance, and performance. We further agree to indemnify and hold harmless [Client/Organization Name] from any claims, damages, or expenses that may result from our failure to discharge these responsibilities.

Please feel free to contact us should you require any additional information or clarification on this matter.

Sincerely,

[Your Name]

[Your Position/Designation]

[Your Company/Organization Name]

[Contact Information]

(Signature & Company Stamp, if applicable)

- Ensure the details such as names, dates, and project information are accurate and complete.
- Always review the contract terms before accepting full liability for a project.
- Consult legal counsel or an authorized representative when preparing or signing such documents.
- Keep a signed copy of the undertaking letters for your official records.