

(Your Company's Official Letterhead)

Date: XX/XX/2017

Mr. Phua Tai Neng
Chief Executive Officer
MATTA FAIR SEPTEMBER 2017
No. 6, Jalan Metro Pudu 2,
Fraser Business Park,
55100 Kuala Lumpur.

Dear Mr. Phua,

Letter of undertaking – MATTA FAIR 8-10 September 2017

This is to confirm that (Name of Organization) is responsible to make full payment for a total of (Number of booth) booths at RM500 per booth and the registration fee of RM200. The total amount payable inclusive GST is RM (Grand Total).

We would appreciate your consideration to accept our letter of undertaking as a guarantee that we are able to proceed with the booth selection on a date to be advised. Full payment will be made to MATTA by 30 June 2017.

We further wish to undertake that in lieu of the RM 800 per booth of security deposit, we, (Name of Organization) hereby agree to undertake the responsibility to pay the above in the event of any damages caused during MATTA FAIR September 2017.

Thank you.

Yours truly,

Name of Person

Designation

Name of Organization