

(Your Company's Official Letterhead)

Date: XX/XX/2019

Mr. Phua Tai Neng
Chief Executive Officer
MATTA FAIR 15-17 MARCH 2019
No. 6, Jalan Metro Pudu 2,
Fraser Business Park,
55100 Kuala Lumpur.

Dear Mr. Phua,

Letter of undertaking – MATTA FAIR® 15-17 MARCH 2019

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 is RM (Grand Total).

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® 15-17 March 2019.

Thank you.

Yours truly,

Name of Person

Designation

Name of Organization