

Letter of Undertaking (UAE): Sample

State exactly what you promise, to whom, by when, and what happens if you do not. Sign it, and have it attested or notarised if the receiving party asks for that.

[Full Name of the Person or Company Giving the Undertaking]

[Passport or Emirates ID Number / Trade Licence Number]

[Address] | [Mobile] | [Email]

Date: [DD/MM/YYYY]

To: [Name of the Receiving Party]

[Address]

Subject: Letter of undertaking regarding [subject]

I, [Full Name], holder of [passport / Emirates ID] number [Number], [for and on behalf of [Company Name], trade licence number [Number]], hereby undertake to [describe the specific obligation clearly].

I will complete this obligation by [DD/MM/YYYY] [or: for as long as [condition] continues].

If I do not meet this undertaking, I accept that [state the consequence agreed with the receiving party, for example that the receiving party may cancel the arrangement or claim the amount of AED [amount]].

I confirm that the information I have given is true and that I sign this undertaking of my own free will.

Signature: [Signature]

Name: [Full Name]

Date: [DD/MM/YYYY]

Witness (optional)

Name: [Witness Name] | ID number: [Number] | Signature: [Signature]

This is a general sample for information only. It is not legal or tax advice and not an official government form. Adapt it to your contract, your records and your situation, and check current requirements with the relevant authority before use. Reviewed: 27 September 2026.