Address		
To Whom it May Concern		
Dear [Recipient's Name],		
Subject: Guarantee Letter		
I am writing to formally guarantee the registration for AOEMM course as per below details:		
Course Name		
Course Date		
Participant/'s Name		
Course Fee RM		
The payment will be made through [] Company/HRDC.		
Regards,		
Signature and verified by the authorized person		

Company letterhead