

[Your Name/Company Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]

[Date]

[Guarantor Name]  
[Guarantor Address]  
[City, State, Zip Code]

**RE: NOTICE OF INTENT TO ESCALATE - VIOLATION OF GUARANTOR OBLIGATIONS**

Dear [Guarantor Name],

This letter serves as a formal notice regarding your failure to fulfill your obligations as a Guarantor under the [Agreement Name, e.g., Lease Agreement/Loan Agreement] dated [Original Agreement Date] for [Debtor Name].

As of [Date], the following violations remain unresolved:

- Default on payment/obligation by the primary debtor.
- Failure to satisfy the outstanding balance of [Amount] despite previous demands.
- [List any other specific violations].

Under the terms of the Guarantee, your liability is absolute and unconditional. To date, you have failed to remedy this breach. Please consider this your final opportunity to settle the outstanding amount of [Total Amount Owed] by [Deadline Date].

Failure to comply or reach a formal repayment agreement by the aforementioned date will result in immediate escalation, which may include:

1. Commencement of formal legal proceedings to recover the full debt, interest, and legal fees.
2. Reporting the delinquency to relevant credit bureaus.
3. Referral of this account to a third-party collection agency.

We urge you to resolve this matter immediately to avoid the costs and consequences of litigation. Please contact our office at [Phone Number] to arrange payment.

Sincerely,

[Your Signature]

[Your Printed Name]  
[Your Title]