

## **FINAL NOTICE OF LEGAL ACTION**

Date: [Insert Date]

To: [Name of Guarantor]

Address: [Guarantor Address]

**RE: FINAL DEMAND FOR PAYMENT - GUARANTEE OF [Name of Primary Debtor]**

Dear [Name of Guarantor],

This letter serves as a formal final notice regarding the outstanding debt owed by [Name of Primary Debtor] for which you are the personal guarantor under the agreement dated [Date of Original Agreement].

Despite previous requests for payment, the account remains in default. As of the date of this letter, the total balance due is \$[Amount Due].

As the primary debtor has failed to satisfy this obligation, demand is hereby made upon you to pay the full amount of \$[Amount Due] by no later than [Insert Deadline Date, e.g., 7 days from today].

**Failure to remit payment by the specified date will result in immediate legal action against you to recover the full debt, plus interest, court costs, and legal fees.**

Payment should be made via [Insert Payment Method, e.g., Bank Transfer/Check] to the following account:

Account Name: [Insert Name]

Account Number: [Insert Number]

Routing/Reference: [Insert Reference]

Please govern yourself accordingly.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title/Company Name]

[Your Contact Information]