

**SENT VIA CERTIFIED MAIL - RETURN RECEIPT REQUESTED**

Date: [Insert Date]

To: [Name of Guarantor]  
[Guarantor Address]  
[City, State, Zip Code]

**RE: NOTICE OF DEFICIENCY AND DEMAND FOR PAYMENT**

Dear [Guarantor Name],

This letter serves as formal notice regarding your personal guaranty dated [Date of Guaranty], executed in connection with the loan provided to [Name of Borrower] ("Borrower") under Account Number [Account Number].

Following the default by the Borrower, the collateral securing the loan was liquidated on [Date of Liquidation] for the gross amount of \$[Amount]. After the application of the net liquidation proceeds to the outstanding debt, a deficiency remains.

As of [Date], the total balance due and owing under the Guaranty is as follows:

- Principal Balance: \$[Amount]
- Accrued Interest: \$[Amount]
- Late Fees/Costs: \$[Amount]
- Liquidation Expenses: \$[Amount]
- **TOTAL DEFICIENCY BALANCE: \$[Total Amount]**

Pursuant to the terms of the Guaranty, you are personally liable for the full payment of this deficiency. Demand is hereby made upon you for the immediate payment of the Total Deficiency Balance.

Please remit the full amount of \$[Total Amount] by [Deadline Date] via the following method:

[Insert Payment Instructions/Wiring Info]

Failure to satisfy this demand or contact the undersigned to arrange a payment plan by the date specified above may result in further legal action to enforce the Guaranty, which may include the recovery of attorney fees and court costs.

Sincerely,

[Your Name/Signature]  
[Title]  
[Company Name]

[Phone Number]  
[Email Address]