

## URGENT NOTICE: DEMAND FOR PAYMENT

Date: [Date]

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

Re: Personal Guarantee for Loan to [Borrower/Business Name]

Dear [Guarantor Name],

This letter serves as a formal demand for payment under the Personal Guarantee you executed on [Date of Guarantee Agreement] in connection with the loan provided to [Borrower/Business Name] (the "Borrower").

The Borrower is currently in default of its obligations under the [Loan Agreement/Promissory Note] dated [Date of Loan]. Despite previous notices, the Borrower has failed to cure the default. As a result, the entire unpaid balance of the loan is now due and payable immediately.

As the Personal Guarantor, you are legally responsible for the repayment of this debt. The total amount currently due is as follows:

- Principal Balance: \$[Amount]
- Accrued Interest: \$[Amount]
- Late Fees/Penalties: \$[Amount]
- **Total Amount Due: \$[Total Amount]**

Demand is hereby made upon you for the payment of \$[Total Amount] by [Deadline Date, e.g., 10 days from date of letter]. Payment should be made via [Payment Method, e.g., Certified Check/Wire Transfer] to the following address:

[Lender Name]  
[Payment Address]  
[City, State, Zip Code]

Failure to receive payment by the date specified above will result in [Lender Name] taking further legal action against you to recover the full amount, which may include the addition of legal fees and court costs.

Please contact [Contact Name] at [Phone Number] or [Email Address] if you wish to discuss a repayment plan or to settle this matter immediately.

Sincerely,

[Your Signature]

[Your Printed Name]

[Title/Company Name]