

DATE: [Insert Date]

TO (Guarantor Name): [Insert Guarantor Name]

ADDRESS: [Insert Guarantor Address]

RE: NOTICE OF DEMAND FOR PAYMENT - GUARANTEE OF LOAN

Borrower Name: [Insert Borrower Name]

Loan Account Number: [Insert Account Number]

Original Loan Amount: [Insert Amount]

Dear [Insert Guarantor Name],

We are writing to formally notify you that [Insert Borrower Name] (the "Borrower") is in default of their obligations under the Unsecured Personal Loan Agreement dated [Insert Date of Loan].

Despite previous requests for payment, the Borrower has failed to remedy the default. As of [Insert Date], the total outstanding balance due is [Insert Total Amount Due, including interest and fees].

Under the terms of the Personal Guarantee signed by you on [Insert Date of Guarantee], you unconditionally guaranteed the full and punctual payment of all sums payable by the Borrower. Due to the Borrower's default, we hereby exercise our right to demand immediate payment from you as the Guarantor.

Required Action:

Please remit the full amount of [Insert Total Amount Due] by [Insert Deadline Date, e.g., 14 days from date of letter].

Payment should be made via the following method:
[Insert Payment Instructions/Bank Details]

Failure to settle this debt or contact us to arrange a payment plan by the aforementioned date may result in further legal action against you to recover the debt, which may include additional legal costs and interest.

If you have already made this payment, please disregard this notice.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title/Organization Name]

[Your Contact Phone Number]