

DATE: [Insert Date]

TO:

[Guarantor Name]

[Guarantor Address]

[City, State, Zip Code]

RE: NOTICE OF DEMAND FOR PAYMENT UNDER PERSONAL GUARANTY

Dear [Guarantor Name],

This letter serves as a formal demand for payment regarding the commercial loan provided to **[Borrower Business Name]** (the "Borrower") under the Loan Agreement dated [Date of Loan Agreement].

The Borrower is currently in default of its obligations under the Loan Agreement due to [Reason for Default, e.g., failure to make scheduled payments]. As of [Date], the total amount outstanding is **[\$Amount]**, which includes principal, accrued interest, and applicable late fees.

Pursuant to the **Personal Guaranty** signed by you on [Date of Guaranty], you have unconditionally guaranteed the full and punctual payment of all indebtedness of the Borrower to [Lender Name].

Demand is hereby made upon you to pay the total outstanding balance of **[\$Amount]** by no later than [Deadline Date].

Payment should be made via the following instructions:

[Insert Payment Instructions/Wire Details]

Failure to satisfy this debt by the specified date may result in [Lender Name] pursuing all available legal remedies against you to enforce the Guaranty, which may include the initiation of a lawsuit, the attachment of assets, and the recovery of legal fees and collection costs.

Please govern yourself accordingly.

Sincerely,

[Your Name/Representative Name]

[Title]

[Lender Name]