

Date: [Insert Date]

To: [Guarantor Name]

[Guarantor Address]

[City, State, Zip Code]

RE: NOTICE OF DEMAND FOR PAYMENT OF MORTGAGE SHORTFALL

Account Number: [Insert Loan Account Number]

Original Borrower(s): [Insert Name of Primary Borrower(s)]

Property Address: [Insert Address of Foreclosed/Sold Property]

Dear [Guarantor Name],

This letter serves as a formal demand for payment regarding the deficiency balance remaining on the above-referenced mortgage loan. You are receiving this notice because you executed a Guarantee Agreement dated [Insert Date of Guarantee], guaranteeing the full repayment of the debt owed by [Borrower Name].

The property securing the loan was [sold via private sale / auctioned at foreclosure] on [Insert Date of Sale] for the amount of \$[Insert Sale Price].

After applying the sale proceeds to the outstanding debt, a shortfall (deficiency) remains. The breakdown of the amount currently due is as follows:

- Outstanding Principal Balance: \$[Amount]
- Accrued Interest: \$[Amount]
- Late Fees and Penalties: \$[Amount]
- Legal and Foreclosure Costs: \$[Amount]
- **LESS: Net Sale Proceeds: (\$[Amount])**
- **TOTAL DEFICIENCY OWED: \$[Total Amount]**

Under the terms of your Guarantee, you are personally liable for this total deficiency amount. Demand is hereby made upon you to pay the sum of \$[Total Amount] by [Insert Deadline Date, e.g., 14 days from date of letter].

Payment should be made via [Insert Payment Method, e.g., Certified Check or Wire Transfer] and sent to the following address:

[Insert Payment Mailing Address]

Failure to satisfy this demand or contact our office to arrange a repayment plan by the date specified above may result in further legal action against you to recover the debt, which may include the commencement of a lawsuit, wage garnishment, or the placement of liens on your personal assets.

If you have any questions regarding this balance, please contact our office immediately at [Insert Phone Number].

Sincerely,

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