

VIA CERTIFIED MAIL / RETURN RECEIPT REQUESTED

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

RE: FORMAL DEMAND FOR PAYMENT - GUARANTY OF LOAN

Account Number: [Loan Number]
Borrower: [Name of Primary Borrower Entity]
Original Loan Amount: \$[Amount]
Maturity Date: [Date of Balloon Payment]

Dear [Name of Guarantor],

This letter serves as formal notice regarding the default of the above-referenced commercial loan. On [Date of Loan Agreement], [Name of Lender] ("Lender") extended credit to [Name of Borrower] ("Borrower"). In connection with this transaction, you executed a Personal Guaranty dated [Date of Guaranty], unconditionally guaranteeing the full and punctual payment of all obligations owed by the Borrower to the Lender.

The Loan reached its maturity date on [Date of Balloon Payment]. As of this date, the Borrower has failed to make the required final balloon payment. This failure constitutes a default under the terms of the Promissory Note and the Loan Agreement.

Pursuant to the terms of your Guaranty, the Lender hereby demands immediate payment from you, as Guarantor, for the total outstanding balance due, which includes the principal balloon amount, accrued interest, and applicable late fees as calculated below:

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

Please remit the Total Amount Due to the Lender no later than [Insert Deadline Date, e.g., 10 days from receipt] to the following address:

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

Failure to satisfy this demand within the specified timeframe will leave the Lender with no choice but to pursue all available legal remedies against you personally to recover the full debt, which may include the initiation of a lawsuit, the attachment of assets, and the recovery of attorney fees and legal costs as permitted by the Guaranty agreement.

This letter is formal notice and is not intended to waive any other rights or remedies the Lender may have under the Loan Documents or applicable law.

Sincerely,

[Signature]

[Name of Officer]

[Title]

[Lender Name]