

SENT VIA CERTIFIED MAIL - RETURN RECEIPT REQUESTED

Date: [Insert Date]

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

RE: FINAL DEMAND FOR PAYMENT - NOTICE OF INTENT TO FILE LAWSUIT

Dear [Guarantor Name],

This letter serves as formal notice and final demand for payment regarding your obligations under the Personal Guaranty Agreement dated [Date of Agreement], in connection with the debt owed by [Name of Primary Debtor/Borrower].

The Primary Debtor has defaulted on their obligations. As of the date of this letter, the total outstanding balance due is \$[Total Amount Owed], which consists of:

- Principal: \$[Amount]
- Interest: \$[Amount]
- Late Fees/Penalties: \$[Amount]

Under the terms of the signed Guaranty, you are personally and unconditionally liable for the full repayment of this debt. Despite previous notifications, the balance remains unpaid.

TAKE NOTICE: This is your final opportunity to resolve this matter amicably. If payment in full is not received or a formal repayment plan is not executed by [Insert Date, e.g., 7 or 10 days from receipt], we will immediately commence formal legal proceedings against you to recover the full amount, plus accrued interest, court costs, and reasonable attorney's fees as permitted by law.

Please remit payment to the following address:

[Your Name/Company Name]
[Payment Address]
[City, State, Zip Code]

Govern yourself accordingly.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Title/Capacity]
[Your Phone Number]