

## URGENT: FORMAL DEMAND FOR PAYMENT

[Date]

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

Attn: [Contact Person/Department]

**Re: Demand for Payment under Guarantee dated [Date of Guarantee] (the "Guarantee")**

Dear Sir/Madam,

We refer to the [Name of Facility Agreement] dated [Date] (the "Facility Agreement") entered into between, among others, [Name of Borrower] (the "Borrower") and the financial institutions listed therein as Lenders, for which [Name of Administrative Agent] acts as Administrative Agent.

We also refer to the Guarantee executed by [Name of Guarantor] (the "Guarantor") in favor of the Administrative Agent and the Lenders, whereby the Guarantor guaranteed the punctual payment and performance of all obligations of the Borrower under the Facility Agreement.

- 1. Event of Default:** An Event of Default has occurred and is continuing under the Facility Agreement due to [brief description of default, e.g., failure to pay principal/interest due on Date].
- 2. Acceleration:** As a result of the Event of Default, the Administrative Agent has declared all outstanding obligations of the Borrower to be immediately due and payable.
- 3. Demand:** Demand is hereby made upon you, in your capacity as Guarantor, for the immediate payment of the following sums currently due and owing:

- Principal: [Amount]
- Accrued Interest: [Amount]
- Fees and Expenses: [Amount]
- **Total Amount Due: [Total Amount]**

- 4. Payment Instructions:** Please remit the Total Amount Due in [Currency] no later than [Time/Date] to the following account:

Bank Name: [Bank Name]  
Account Name: [Account Name]  
Account Number/IBAN: [Number]  
SWIFT/BIC: [Code]  
Reference: [Reference Number]

**5. Reservation of Rights:** Neither this demand nor any delay in exercising rights shall constitute a waiver of any rights or remedies available to the Administrative Agent or the Lenders under the Facility Agreement, the Guarantee, or applicable law. All such rights are expressly reserved.

Yours faithfully,

[Signature]

[Name of Authorized Signatory]

[Title]

For and on behalf of [Name of Administrative Agent] as Administrative Agent