

[Your Name / Law Firm Name]

[Address Line 1]

[City, State, Zip Code]

[Phone Number]

[Date]

[Guarantor Name]

[Guarantor Address]

[City, State, Zip Code]

RE: NOTICE OF DEBT AND DEMAND FOR PAYMENT

Dear [Guarantor Name],

This letter serves as formal notice regarding a debt owed by [Primary Debtor Name] for which you are a personal guarantor under the agreement dated [Date of Guarantee Agreement].

As of [Date], the total amount due and owing is \$[Amount]. This balance includes the principal amount of \$[Amount], plus interest and applicable fees.

Validation Notice:

Unless you dispute the validity of this debt, or any portion thereof, within thirty (30) days after receipt of this notice, we will assume the debt to be valid. If you notify us in writing within this thirty-day period that the debt, or any portion thereof, is disputed, we will obtain verification of the debt and mail a copy of such verification to you.

Upon your written request within the thirty-day period, we will provide you with the name and address of the original creditor, if different from the current creditor.

Please make your payment in full or contact our office at [Phone Number] to discuss a payment arrangement. Checks should be made payable to [Payee Name] and sent to the address listed above.

Sincerely,

[Your Signature]

[Your Printed Name]