

Date: [Insert Date]

To: [Guarantor Name]

Address: [Guarantor Address]

City, State, Zip: [Guarantor City, State, Zip]

From: [Creditor/Law Firm Name]

Address: [Your Address]

Reference Number: [Account/Case Number]

RE: NOTICE OF INTENT TO INITIATE LEGAL PROCEEDINGS - FORMAL DEBT VALIDATION

Dear [Guarantor Name],

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

As of the date of this letter, the total amount due and owing is **[\$Amount]**. This balance includes the principal sum of **[\$Principal]**, interest in the amount of **[\$Interest]**, and applicable fees of **[\$Fees]**.

The Primary Debtor has failed to satisfy this obligation. Under the terms of your Guarantee, you are now personally liable for the full amount of this debt. Please be advised that we are prepared to initiate legal action against you to recover these funds unless payment is received or a settlement is reached.

Debt Validation Rights:

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.

If you wish to resolve this matter without the necessity of litigation, please contact our office at [Phone Number] or remit payment in full to the address listed above by [Deadline Date].

Sincerely,

[Your Signature]

[Your Printed Name]

[Title/Company]