

Date: [Insert Date]

[Guarantor Name]

[Guarantor Address]

[City, State, Zip Code]

Re: Notice of Signature Deficiency - Loan Account #[Insert Loan Number]

Dear [Guarantor Name],

Thank you for submitting the guarantee documentation regarding the loan for [Borrower Name].

Upon reviewing the paperwork, we noticed that your signature is missing or incomplete on the following document(s):

- [Name of Document 1, e.g., Personal Guarantee Agreement]
- [Name of Document 2, e.g., Spousal Consent Form]

To finalize the processing of this loan, please sign the highlighted sections of the attached documents and return them to our office by [Insert Date].

You may return the documents via:

- Mail: [Insert Mailing Address]
- Email: [Insert Email Address]
- In-Person: [Insert Office Address]

If you have any questions, please contact us at [Insert Phone Number].

Sincerely,

[Your Name/Representative Name]

[Company Name]

[Title]