

[Date]

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

**RE: RELEASE OF PERSONAL GUARANTY**

Dear [Guarantor Name],

This letter serves as formal notification and confirmation that [Lender/Company Name] (the "Creditor") hereby officially releases [Guarantor Name] (the "Guarantor") from all obligations, liabilities, and commitments associated with the personal guaranty signed on [Date of Original Guaranty Agreement].

This release pertains to the financial obligations of [Borrower/Business Name] under the loan/credit facility identified as [Account or Loan Number].

The Creditor confirms that:

- The Guarantor is fully discharged from any past, present, or future claims related to the aforementioned agreement.
- All financial obligations required for this release have been satisfied or waived.
- The Creditor will take the necessary steps to update internal records and notify credit reporting agencies, if applicable, regarding the termination of this guaranty.

This release is absolute and unconditional. No further actions are required from the Guarantor regarding this specific liability.

Sincerely,

[Signature]  
[Authorized Representative Name]  
[Title]  
[Lender/Company Name]

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**ACKNOWLEDGMENT OF RELEASE (Optional)**

By signing below, the Guarantor acknowledges receipt of this release.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_