

[Lender Name]  
[Lender Address]  
[City, State, Zip Code]  
[Date]

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

**RE: Partial Release of Personal Guarantee - [Loan/Account Number]**

Dear [Guarantor Name],

This letter serves as formal acknowledgement and agreement regarding the Personal Guarantee executed by [Guarantor Name] on [Date of Original Guarantee] (the "Guarantee") in connection with the loan/credit facility provided to [Business Name] (the "Borrower").

Pursuant to the terms of the agreement and in consideration of [Reason for Release, e.g., partial repayment of debt / passage of time / meeting financial covenants], [Lender Name] hereby agrees to a partial release of the Guarantee as follows:

- 1. Reduced Maximum Liability:** The maximum financial liability of the Guarantor under the Guarantee is hereby reduced from [Original Amount] to [New Reduced Amount].
- 2. Released Assets:** The following specific assets are hereby released from the scope of the Guarantee: [List specific assets, if applicable, otherwise state 'N/A'].
- 3. Remaining Obligations:** This release is partial only. All other terms and conditions of the original Guarantee remain in full force and effect regarding the remaining balance and obligations.

This partial release is effective as of [Effective Date]. This document does not constitute a total discharge of the Guarantor's obligations unless specifically stated otherwise in writing.

Please sign below to acknowledge receipt and acceptance of these terms.

Sincerely,

\_\_\_\_\_  
[Name of Authorized Representative]  
[Title]  
[Lender Name]

**Acknowledge and Agreed:**

\_\_\_\_\_  
[Guarantor Name]  
Date: \_\_\_\_\_