

[Your Name]
[Your Address]
[City, State, Zip Code]
[Phone Number]
[Date]

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

RE: Cancellation of Personal Guarantee for Promissory Note #[Note Number]

To Whom It May Concern,

I am writing to formally request the cancellation and release of my personal guarantee regarding the Promissory Note dated [Original Date of Note] between [Lender Name] and [Borrower Name], in the original amount of \$[Amount].

The conditions for release have been met because:

- [Reason 1: e.g., The loan has been paid in full]
- [Reason 2: e.g., A substitute guarantor has been approved]
- [Reason 3: e.g., The timeframe for the guarantee has expired]

Please provide written confirmation that I am no longer liable for the obligations under this Promissory Note and return the original guarantee document marked "Cancelled" or "Void."

If you require any further documentation to process this request, please contact me at your earliest convenience.

Sincerely,

[Your Signature]

[Your Printed Name]