

VIA CERTIFIED MAIL / RETURN RECEIPT REQUESTED

Date: [Insert Date]

To: [Name of Guarantor]
[Address Line 1]
[Address Line 2]

RE: NOTICE OF DEFAULT AND DEMAND FOR GUARANTOR PERFORMANCE

Dear [Name of Guarantor],

This letter serves as formal notice that [Name of Primary Borrower] (the "Borrower") is in default of its obligations under the [Name of Loan Agreement/Lease/Contract] dated [Date of Original Agreement] (the "Agreement").

The Borrower has failed to fulfill the following obligations: [Briefly describe default, e.g., failure to make monthly payment due on Date]. As of the date of this letter, the total amount currently due and owing is \$[Total Amount Owed].

Pursuant to the [Name of Guarantee Agreement] signed by you on [Date of Guarantee], you have unconditionally guaranteed the full and punctual performance and payment of all obligations of the Borrower under the Agreement.

DEMAND IS HEREBY MADE UPON YOU to pay the sum of \$[Total Amount Owed] to the undersigned within [Number] days from the date of this letter.

Payment should be made via [Specify Method, e.g., wire transfer, certified check] to the following account/address:

[Payment Instructions/Address]

Failure to cure this default within the specified timeframe may result in further legal action against both the Borrower and you, as Guarantor, to recover all principal, interest, late fees, and legal costs as permitted under the Agreement and applicable law.

This notice is sent without prejudice to any other rights or remedies available to [Name of Creditor/Lender] under the Agreement or at law.

Sincerely,

[Signature]
[Printed Name]
[Title/Company Name]

CC: [Name of Primary Borrower]