

**CERTIFIED MAIL - RETURN RECEIPT REQUESTED**

Date: [Insert Date]

To: [Insert Name of Individual Guarantor]  
[Insert Address]  
[Insert City, State, Zip Code]

**RE: NOTICE OF DEFAULT AND DEMAND FOR PERFORMANCE**

Dear [Insert Guarantor Name],

This letter serves as formal notice regarding the [Insert Type of Agreement, e.g., Loan Agreement/Lease] dated [Insert Date] (the "Agreement") by and between [Insert Name of Lender/Landlord] (the "Creditor") and [Insert Name of Primary Debtor Company] (the "Debtor").

Pursuant to the Personal Guaranty signed by you on [Insert Date of Guaranty], you absolutely and unconditionally guaranteed the full and prompt payment and performance of all obligations of the Debtor under the Agreement.

Please be advised that the Debtor is in default of the Agreement due to: [Insert Description of Default, e.g., failure to make payment due on Date].

As of the date of this letter, the total amount due and owing is \$[Insert Amount], which consists of:

- Principal/Rent: \$[Insert Amount]
- Interest: \$[Insert Amount]
- Late Fees/Penalties: \$[Insert Amount]
- **Total: \$[Insert Total Amount]**

Demand is hereby made upon you, in your capacity as Individual Guarantor, to pay the Total Amount specified above to the Creditor by [Insert Deadline Date, e.g., 5:00 PM on Date].

Payment should be made via [Insert Payment Method, e.g., Wire Transfer/Check] to the following account/address:

[Insert Payment Instructions]

Failure to satisfy this demand within the timeframe specified will result in the Creditor pursuing all available legal remedies against you personally to recover the full amount owed, including accrued interest, collection costs, and reasonable attorney's fees as permitted by the Guaranty and applicable law.

Nothing contained in this letter shall be construed as a waiver of any rights or remedies available to the Creditor under the Agreement, the Guaranty, or by law.

Sincerely,

[Signature]

[Printed Name of Sender]

[Title/Position]

[Company Name of Creditor]