

Date: [Insert Date]

To: [Guarantor Name]

Address: [Guarantor Address]

[City, State, Zip Code]

RE: NOTICE OF DEFAULT AND DEMAND FOR PERFORMANCE

Dear [Guarantor Name],

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

As of [Date], the Borrower has failed to fulfill the following obligations: [Briefly describe default, e.g., failure to make scheduled payments for the months of X and Y].

Pursuant to the [Personal/Corporate] Guarantee 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. As a Joint Guarantor, your liability is primary, and you are jointly and severally liable for the total outstanding debt.

Demand for Payment:

Demand is hereby made upon you for the immediate payment of the total past due amount, calculated as follows:

- Principal Balance: \$[Amount]
- Accrued Interest: \$[Amount]
- Late Fees/Penalties: \$[Amount]
- **TOTAL AMOUNT DUE: \$[Total Amount]**

Please remit the Total Amount Due to the following account no later than [Deadline Date]:

[Bank Name]

[Account Name]

[Account Number]

[Routing Number]

Failure to cure this default within the timeframe specified may result in further legal action against you and any other joint guarantors to recover the full balance, including additional interest, legal fees, and collection costs.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title/Organization Name]

[Your Contact Information]