

**Date:** [Insert Date]

**To (Guarantor Name):** [Insert Guarantor Name]

**Address:** [Insert Guarantor Address]

**City, State, Zip:** [Insert City, State, Zip]

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

Dear [Insert Guarantor Name],

This letter serves as formal notice that [Insert Name of Primary Debtor/Borrower] (the "Debtor") is in default of their obligations under the agreement dated [Insert Date of Original Agreement] (the "Agreement").

As of [Insert Date], the Debtor has failed to make the required payments. The total outstanding balance currently due and owing is \$[Insert Amount].

Pursuant to the Personal Guarantee signed by you on [Insert Date of Guarantee], you unconditionally guaranteed the full and punctual payment of all liabilities and obligations of the Debtor to [Insert Name of Creditor/Lender].

Due to the Debtor's default, demand is hereby made upon you, as Guarantor, to pay the full outstanding amount of **\$[Insert Amount]** by no later than [Insert Deadline Date].

Please remit payment via the following method:

- [Insert Payment Instructions/Bank Details]

Failure to receive payment by the date specified above may result in further legal action against you to enforce the Guarantee, which may include the collection of interest, legal fees, and court costs.

Please govern yourself accordingly.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title/Company Name]

[Your Contact Information]