

**DATE:** [Insert Date]

**VIA:** [Insert Method of Delivery, e.g., Certified Mail]

**TO (Borrower):**

[Borrower Name]

[Borrower Address]

**TO (Guarantor):**

[Guarantor Name]

[Guarantor Address]

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

**Mortgage Loan Number:** [Insert Account Number]

**Property Address:** [Insert Property Address]

Dear [Borrower Name] and [Guarantor Name],

This letter serves as formal notice that the above-referenced mortgage loan is in default. As of [Insert Date], the loan is delinquent in the amount of \$[Insert Total Arrears], covering the period from [Insert Start Date] to [Insert End Date].

**Notice to Borrower:**

You have failed to make the required monthly payments as stipulated in the Mortgage Note and Security Instrument. To cure this default, you must pay the total amount of \$[Insert Amount] by no later than [Insert Deadline Date]. Failure to cure this default may result in the acceleration of the entire loan balance and the commencement of foreclosure proceedings.

**Demand for Performance to Guarantor:**

Pursuant to the Personal Guarantee executed on [Insert Date of Guarantee], [Guarantor Name] unconditionally guaranteed the full and punctual payment of all obligations under the Mortgage Loan. Due to the Borrower's default, formal demand is hereby made upon the Guarantor to perform under the terms of the Guarantee and remit the delinquent amount of \$[Insert Amount] immediately.

**Total Amount Required to Cure:**

Principal/Interest: \$[Insert Amount]

Late Fees: \$[Insert Amount]

Other Charges: \$[Insert Amount]

**Total: \$[Insert Total Amount]**

Payment must be made in certified funds (cashier's check or wire transfer) to the following address:

[Lender/Service Name]  
[Payment Address]  
[City, State, Zip]

If you have any questions regarding this notice, please contact our Collections Department at [Insert Phone Number].

Sincerely,

[Authorized Signature]  
[Printed Name and Title]  
[Lending Institution Name]