

Date: [Insert Date]

TO: [Guarantor Name]

[Guarantor Address]

[City, State, Zip Code]

RE: FINAL NOTICE PRIOR TO LEGAL ACTION

Account Number: [Loan Account Number]

Primary Borrower: [Borrower Name]

Total Amount Due: \$[Insert Amount]

Dear [Guarantor Name],

This letter serves as formal notice that the above-referenced loan, for which you are the registered guarantor, is in default. Despite previous requests for payment, the primary borrower has failed to satisfy the outstanding balance.

Under the terms of the Guarantee Agreement signed on [Date of Agreement], you are legally responsible for the full repayment of this debt. As of this date, the total amount outstanding is \$[Insert Amount], which includes principal, accrued interest, and late fees.

This is your final opportunity to resolve this debt voluntarily.

Please remit the full payment of \$[Insert Amount] by [Insert Deadline Date] to the following address:

[Company Name]

[Payment Address]

[City, State, Zip Code]

Failure to receive payment or a formal repayment proposal by the deadline will result in this account being referred to our legal department or an external collection agency. This may result in further costs, litigation, and a negative impact on your credit rating.

If you have already made this payment, please disregard this notice.

Sincerely,

[Your Name/Signature]

[Your Title]

[Company Name]

[Phone Number]