

**Date:** [Insert Date]

**Via:** [Certified Mail / Registered Mail]

**TO:**

[Guarantor Name]

[Guarantor Address]

[City, State, Zip Code]

**RE: FINAL DEMAND FOR PAYMENT - GUARANTEE OF LOAN**

Dear [Guarantor Name],

This letter serves as formal notice that the Borrower, [Borrower Name], is in default of the loan agreement dated [Date of Loan Agreement] for the account number [Account Number].

Pursuant to the Personal Guarantee signed by you on [Date Guarantee was signed], you have unconditionally guaranteed the full and punctual payment of all sums payable by the Borrower under the aforementioned agreement.

Despite previous notices, the Borrower has failed to cure the default. Therefore, demand is hereby made upon you, as the Guarantor, for the immediate payment of the total outstanding balance:

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

Please remit the total amount due to [Lender Name] by [Deadline Date, e.g., 7 days from date of letter]. Payment should be made via [Payment Method, e.g., Wire Transfer/Bank Draft] using the following details:

[Insert Bank Details/Payment Instructions]

Failure to receive the full payment by the specified date will leave us with no choice but to initiate formal legal proceedings against you to recover the debt, including interest, court costs, and legal fees. This may also negatively impact your credit rating.

We expect your immediate cooperation in this matter.

Sincerely,

[Signature]

[Your Name/Name of Authorized Representative]

[Title/Company Name]

[Phone Number]  
[Email Address]