

URGENT: FINAL DEMAND FOR PAYMENT

Date: [Insert Date]

To: [Guarantor Name]
[Guarantor Address]
[City, State, Zip Code]

RE: FINAL DEMAND REGARDING GUARANTEE OF [Primary Debtor Name] - ACCOUNT
NO: [Account Number]

Dear [Guarantor Name],

We are writing to you in your capacity as the Guarantor for the account of [Primary Debtor Name] (the "Debtor").

Despite previous notifications, the Debtor has failed to cure the default on their obligations. As per the Guarantee Agreement signed by you on [Date of Agreement], you are personally and unconditionally liable for the outstanding balance of this account.

As of [Date], the total amount due and payable is: **[\$Total Amount Owed]**

This sum includes the principal balance of **[\$Amount]**, plus accrued interest and applicable late fees.

FINAL DEMAND IS HEREBY MADE for the immediate payment of the full amount. This payment must be received by our office no later than [Deadline Date, e.g., 7 days from date of letter].

Payment can be made via the following methods:

- [Method 1: e.g., Wire Transfer Instructions]
- [Method 2: e.g., Online Payment Link]
- [Method 3: e.g., Check payable to Name/Address]

Failure to remit the full payment by the deadline stated above will result in immediate further action. This may include, but is not limited to, the commencement of legal proceedings against you to recover the debt, interest, and legal costs. Such action may also impact your credit rating.

Please govern yourself accordingly.

Sincerely,

[Your Name/Company Representative]
[Company Name]

[Phone Number]
[Email Address]