

## URGENT NOTICE OF DEFAULT AND FINAL DEMAND FOR PAYMENT

Date: [Insert Date]

To: [Name of Guarantor]

Address: [Guarantor Address]

City, State, Zip: [Guarantor City, State, Zip]

RE: Guarantee of Debt for [Name of Primary Debtor/Borrower]

Account/Agreement Number: [Insert Account Number]

Total Amount Due: \$[Insert Total Amount]

Dear [Name of Guarantor],

This letter serves as formal notice that [Name of Primary Debtor] (the "Debtor") is in default of their obligations under the [Title of Original Agreement] dated [Date of Original Agreement]. Despite previous demands for payment, the Debtor has failed to cure this default.

Pursuant to the [Title of Guarantee Agreement] signed by you on [Date Guarantee was Signed], you have personally guaranteed the full payment and performance of the Debtor's obligations. As a result of the Debtor's default, you are now immediately liable for the total outstanding balance.

**The total amount currently due and owing is: \$[Insert Amount]**

This amount consists of:

- Principal Balance: \$[Insert Amount]
- Accrued Interest: \$[Insert Amount]
- Late Fees/Penalties: \$[Insert Amount]

**FINAL DEMAND IS HEREBY MADE** for the immediate payment of the total amount listed above. Payment must be received by [Insert Date, e.g., 7 or 10 days from date of letter].

Payment should be made via [Insert Payment Method, e.g., Certified Check or Wire Transfer] to the following address:

[Your Name/Company Name]

[Payment Address]

[City, State, Zip]

Failure to remit payment by the deadline stated above will result in further legal action against you to recover the full debt, including interest, court costs, and reasonable attorney fees as permitted by law.

Please govern yourself accordingly.

Sincerely,

[Signature]

[Your Printed Name]

[Your Title/Position]

[Your Phone Number]