

URGENT: FINAL DEMAND FOR PAYMENT PRIOR TO LEGAL ACTION

[Your Name/Company Name]
[Your Address]
[City, State, Zip Code]
[Date]

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

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

Dear [Guarantor Name],

This letter serves as a formal final demand for payment in your capacity as the personal guarantor for [Name of Primary Debtor].

Under the terms of the Guarantee Agreement signed on [Date of Agreement], you legally bound yourself to fulfill the financial obligations of [Name of Primary Debtor] in the event of their default. As of this date, the primary debtor has failed to pay the outstanding balance of \$[Amount Owed].

The breakdown of the debt is as follows:

- Principal Amount: \$[Amount]
- Interest/Late Fees: \$[Amount]
- **Total Balance Due: \$[Total Amount]**

Despite previous notifications, this debt remains unpaid. Please be advised that if payment is not received in full within [Number, e.g., 7] days of the date of this letter, we will initiate formal legal proceedings against you without further notice to recover the total amount, plus court costs and statutory interest.

Please remit payment via [Payment Method, e.g., Bank Transfer/Check] to the following account:

[Bank Name]
[Account Name]
[Account/Routing Number]

We strongly urge you to settle this matter immediately to avoid the additional costs and credit implications of litigation.

Yours sincerely,

[Your Signature]
[Your Printed Name]
[Your Title/Position]