

Date: [Insert Date]

To: [Guarantor Name]

Address: [Guarantor Address]

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

RE: FORMAL DEMAND FOR PAYMENT - GUARANTEE OF DEBT

Dear [Guarantor Name],

This letter serves as a formal demand for payment under the terms of the Personal Guarantee signed by you on [Date of Guarantee Agreement].

The primary debtor, [Name of Borrower/Company], has defaulted on their obligations under the [Loan Agreement/Invoice/Contract Number] dated [Date of Original Contract]. Despite previous requests for payment, the debt remains unsatisfied.

As the Guarantor, you are now legally responsible for the immediate satisfaction of this debt. The outstanding balance currently due is as follows:

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

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

[Your Name or Company Name]

[Payment Address]

[City, State, Zip]

Failure to satisfy this debt by the date specified above will result in further legal action against you to recover the full amount, which may include interest, court costs, and legal fees as permitted by law.

Please contact [Name] at [Phone Number] or [Email Address] immediately to confirm receipt of this letter or to arrange for payment.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title/Position]