

DATE: [Insert Date]

TO: [Guarantor Name]

[Guarantor Address]

[City, State, Zip Code]

RE: NOTICE OF DEFAULT AND DEMAND FOR PAYMENT

Dear [Guarantor Name],

This letter serves as formal notification that the Tenant, [Tenant Name], is currently in default of their lease agreement dated [Lease Date] for the premises located at [Property Address].

As of [Current Date], the following amounts remain unpaid and are past due:

- Base Rent: \$[Amount]
- Late Fees: \$[Amount]
- Other Charges: \$[Amount]
- **TOTAL DUE: \$[Total Amount]**

Pursuant to the Guarantee Agreement signed by you on [Date Guarantee Signed], you have unconditionally guaranteed the full and punctual payment of all rent and financial obligations under the Lease.

Due to the Tenant's failure to cure this default, we hereby demand that you remit the total amount of \$[Total Amount] to our office no later than [Due Date] to bring the account current.

Payment should be made via [Payment Method, e.g., Wire Transfer/Check] to the following account:

[Payment Instructions/Account Details]

Failure to receive payment by the date specified above may result in further legal action against both the Tenant and you as the Guarantor to recover all sums due, including interest and legal fees as permitted by the Lease and Guarantee.

Please contact [Contact Name] at [Phone Number] or [Email Address] immediately to confirm receipt of this notice or to discuss payment arrangements.

Sincerely,

[Your Name/Company Name]

[Your Title]

[Your Phone Number]