

URGENT NOTICE: DEMAND FOR PAYMENT

Date: [Insert Date]

To: [Name of Authorized Officer]
[Name of Corporate Guarantor]
[Address Line 1]
[Address Line 2]

RE: NOTICE OF DEFAULT AND DEMAND FOR PAYMENT UNDER CORPORATE GUARANTEE

Dear [Name of Officer],

This letter serves as a formal demand for payment regarding the obligations of [**Name of Primary Debtor/Borrower**] (the "Borrower") under the terms of the [Name of Original Agreement/Loan Agreement] dated [Date of Agreement].

Pursuant to the **Corporate Guarantee Agreement** executed by [Name of Corporate Guarantor] (the "Guarantor") on [Date of Guarantee], the Guarantor has irrevocably and unconditionally guaranteed the full and punctual payment of all sums due from the Borrower to [Name of Creditor/Lender] (the "Creditor").

The Borrower is currently in default for failure to make payments as required. As of [Date], the total outstanding balance due is as follows:

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

In accordance with the terms of the Corporate Guarantee, we hereby demand that the Guarantor immediately remit the total sum of **[\$[Total Amount]]** to the Creditor within [Number] business days from the date of this letter.

Payment should be made via the following instructions:
[Insert Payment Instructions/Bank Details]

Failure to satisfy this demand within the specified timeframe will leave the Creditor with no choice but to pursue all available legal remedies against the Guarantor to recover the full debt, including but not limited to the commencement of legal proceedings, which may include claims for additional interest, legal costs, and attorney fees.

Please govern yourself accordingly.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title/Company Name]