

**URGENT: FINAL DEMAND FOR PAYMENT PRIOR TO LEGAL ACTION**

Date: [Insert Date]

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

Re: Personal Guaranty of [Borrower/Company Name] regarding [Account/Contract Number]

Dear [Guarantor Name],

This letter serves as a formal final demand for payment under the terms of the Personal Guaranty you executed on [Date of Guaranty] in favor of [Creditor Name].

The primary debtor, [Borrower Name], has defaulted on their obligations under the [Loan Agreement/Lease/Contract] dated [Date]. Despite previous demands, the default remains uncured. As the Guarantor, you are now contractually liable for the full outstanding balance.

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

This balance includes the principal sum of \$[Amount], plus accrued interest of \$[Amount], and late fees/costs of \$[Amount].

Please be advised that unless payment is received in full or a formal repayment plan is agreed upon by [Deadline Date, e.g., 5:00 PM on Friday, Month Day, Year], we will initiate formal legal proceedings against you personally to recover the debt.

Legal action may result in a court judgment against you, which may include additional costs such as:

- Pre-judgment and post-judgment interest;
- Reasonable attorney's fees;
- Court costs and filing fees;
- Judgment enforcement actions (e.g., wage garnishment or asset seizure).

Please remit payment via [Payment Method, e.g., Wire Transfer/Certified Check] to the following address:

[Payee Name]  
[Payment Address]  
[Account/Reference Details]

Govern yourself accordingly.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title/Company Name]

[Your Phone Number]