

**SENT VIA CERTIFIED MAIL / RETURN RECEIPT REQUESTED**

Date: [Insert Date]

To: [Name of Corporate Guarantor]

Attn: [Name of Officer/Contact]

[Address Line 1]

[Address Line 2]

**RE: NOTICE OF DEFAULT AND DEMAND FOR PAYMENT UNDER CORPORATE GUARANTY**

To whom it may concern,

This letter serves as formal notice that [Name of Primary Debtor/Tenant] (the "Debtor") is in default of its obligations under the [Name of Agreement, e.g., Lease Agreement or Promissory Note] dated [Date of Agreement] (the "Agreement").

Specifically, the Debtor has failed to perform the following: [Briefly describe default, e.g., failure to pay monthly rent for January and February 202X].

As of the date of this letter, the total amount outstanding and past due is \$[Amount].

Pursuant to the [Name of Guaranty Agreement] executed by [Name of Corporate Guarantor] (the "Guarantor") on [Date Guaranty was signed], the Guarantor has unconditionally guaranteed the full and prompt payment and performance of all obligations of the Debtor under the Agreement.

Due to the Debtor's default, demand is hereby made upon you, as Guarantor, for the immediate payment of the full outstanding amount of \$[Amount].

Payment must be received by [Name of Creditor] no later than [Number] days from the date of this letter. Payment should be made via [Payment Method, e.g., Wire Transfer/Check] to the following account/address:

[Payment Instructions/Account Details]

If payment is not received in full by the aforementioned date, [Name of Creditor] reserves all rights to exercise any and all remedies available under the Agreement, the Guaranty, and applicable law, including but not limited to the commencement of legal proceedings to recover the debt, interest, and legal fees.

Please govern yourself accordingly.

Sincerely,

[Signature]  
[Name of Sender]  
[Title]  
[Company Name]

CC: [Name of Primary Debtor]