

SENT VIA CERTIFIED MAIL - RETURN RECEIPT REQUESTED

Date: [Insert Date]

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

RE: NOTICE OF DEFAULT AND DEMAND FOR PAYMENT UNDER COMMERCIAL GUARANTY

Dear [Name of Guarantor],

This letter serves as formal notice that [Name of Borrower] (the "Borrower") is in default under the terms of the [Loan Agreement/Lease/Credit Agreement] dated [Date of original agreement] (the "Agreement").

Specifically, the Borrower has failed to make the required payments. As of [Date], the total outstanding balance due is \$[Amount], consisting of:

- Principal: \$[Amount]
- Interest: \$[Amount]
- Late Fees/Penalties: \$[Amount]

Pursuant to the Commercial Guaranty signed by you on [Date of Guaranty] (the "Guaranty"), you personally and unconditionally guaranteed the full and prompt payment of all obligations owed by the Borrower to [Name of Creditor].

Due to the Borrower's breach of the Agreement, demand is hereby made upon you, as Guarantor, for the immediate payment of the full amount of \$[Total Amount Due].

Please remit payment in full to the following address no later than [Number of Days, e.g., 10] business days from the date of this letter:

[Name of Creditor/Law Firm]
[Payment Address]
[City, State, Zip Code]

Failure to satisfy this demand within the specified timeframe will result in [Name of Creditor] pursuing all available legal remedies to enforce the Guaranty, which may include the commencement of a lawsuit against you to recover the debt, plus interest, attorney's fees, and legal costs.

This letter is not a waiver of any rights or remedies [Name of Creditor] may have under the Agreement, the Guaranty, or applicable law.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title/Position]

[Company Name]