

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

Date: [Date]

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

**RE: NOTICE OF INTENT TO INITIATE LEGAL ACTION**

Dear [Guarantor Name],

This law firm represents [Creditor Name] regarding the personal guarantee you executed on [Date of Guarantee] in relation to the obligations of [Primary Debtor/Business Name] (the "Debtor").

Under the terms of the Guarantee Agreement, you personally guaranteed the full and punctual payment of all liabilities and debts owed by the Debtor to our client. As of [Date], the Debtor has defaulted on its obligations, and the total outstanding balance currently due is **[\$Amount Owed]**.

Despite previous demands for payment sent to the Debtor, the balance remains unpaid. Consequently, demand is hereby made upon you, as Guarantor, to remit the full amount of **[\$Amount Owed]** to this office no later than [Number] days from the date of this letter.

Please be advised that if payment is not received in full by [Deadline Date], we have been authorized by our client to commence formal legal proceedings against you to recover the debt, plus applicable interest, court costs, and attorney fees as permitted by law.

Payment should be made payable to "[Name of Payee]" and sent to the following address:

[Law Firm Name]  
[Mailing Address]  
[City, State, Zip Code]

Govern yourself accordingly.

Sincerely,

[Attorney Name]  
[Law Firm Name]  
[Phone Number]