

DATE: [Insert Date]

TO:

[Guarantor Name]

[Guarantor Address]

[City, State, Zip Code]

RE: NOTICE OF RENTAL ARREARS AND DEMAND FOR PAYMENT

Property Address: [Insert Property Address]

Tenant Name: [Insert Tenant Name]

Lease Date: [Insert Date of Lease]

Dear [Guarantor Name],

We are writing to you in your capacity as the Guarantor under the Guarantee and Indemnity agreement dated [Insert Date], in relation to the commercial lease for the above-mentioned property.

Please be advised that the Tenant, [Tenant Name], has failed to pay the rent and/or associated charges due under the terms of the lease. Despite previous requests for payment, the account remains in arrears.

As of [Insert Current Date], the total amount outstanding is **#[Insert Amount]**. A breakdown of these arrears is provided below:

- [Description of Charge, e.g., Rent July 2023]: **#[Amount]**
- [Description of Charge, e.g., Service Charges]: **#[Amount]**
- [Description of Charge, e.g., Late Fees]: **#[Amount]**

Under the terms of the Guarantee, you have agreed to be jointly and severally liable for all financial obligations of the Tenant. Since the Tenant has failed to remedy this breach, we hereby formally demand that you pay the total outstanding sum of **#[Insert Amount]** by [Insert Deadline Date, e.g., 7 days from date of letter].

Payment should be made via [Insert Payment Method, e.g., Bank Transfer/Check] to the following account:

Bank Name: [Insert Bank Name]

Account Name: [Insert Account Name]

Account Number: [Insert Number]

Routing/Sort Code: [Insert Code]

Failure to receive payment by the specified date may result in further legal action being taken against both the Tenant and yourself to recover the debt, including any additional interest and legal costs incurred.

Yours sincerely,

[Your Name/Signature]

[Your Title/Company Name]

[Your Contact Phone Number]

[Your Email Address]