

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

Date: [Insert Date]

To: [Name of Corporate Guarantor]

Attn: [Name of Officer/Agent]

[Address Line 1]

[Address Line 2]

**RE: FORMAL DEMAND FOR PAYMENT UNDER CONTINUING CORPORATE GUARANTY**

Dear [Name of Contact],

This letter serves as a formal demand for payment by [Name of Creditor] ("Creditor") pursuant to the Continuing Corporate Guaranty executed by [Name of Corporate Guarantor] ("Guarantor") dated [Date of Guaranty Agreement].

Under the terms of said Guaranty, the Guarantor unconditionally guaranteed the full and prompt payment of all obligations and liabilities owed to the Creditor by [Name of Primary Debtor/Borrower] ("Debtor").

Please be advised that the Debtor is currently in default under the terms of the [Loan Agreement/Credit Agreement/Promissory Note] dated [Date of Original Agreement]. Despite prior demands, the Debtor has failed to cure the default.

As of [Current Date], the total amount due and owing, for which the Guarantor is liable, is as follows:

- Principal Balance: \$[Amount]
- Accrued Interest: \$[Amount]
- Late Fees/Penalties: \$[Amount]
- **Total Demand Amount: \$[Total Amount]**

Demand is hereby made upon you as Guarantor for the immediate payment of the Total Demand Amount. Payment must be received in full no later than [Number] days from the date of this letter.

Payment should be made via [Wire Transfer/Check] to the following account:

[Bank Name]

[Account Name]

[Account Number]

[Routing Number]

If payment is not received by the deadline stated above, the Creditor reserves the right to exercise all legal rights and remedies available under the Guaranty and applicable law, including the commencement of legal proceedings without further notice. Such actions may result in the Guarantor being liable for additional interest, court costs, and legal fees.

Govern yourself accordingly.

Sincerely,

[Signature]

[Printed Name]

[Title]

[Company Name]