[DATE]

Contact Name

Address

Address2

City,

State/Province

Zip/Postal Code

**RE: DEMAND ON GUARANTOR**

Dear [CONTACT NAME],

[COMPANY OR INDIVIDUAL] is the holder of your guarantee wherein you guarantee the debt owed us by [YOUR COMPANY NAME].

Please be advised that payments are in default on the said debt. Consequently, as you are the guarantor, demand is made to you to pay the full outstanding debt due us. The amount of [AMOUNT] is due soonest.

In the event payment is not made within [NUMBER] days, we shall proceed to suit on your warranties of endorsement.

Kind Regards,

[YOUR NAME]

[YOUR TITLE]

[YOUR PHONE NUMBER]

[YOUREMAIL@YOURCOMPANY.COM]