[DATE]

Contact Name

Address

Address2

City,

State/Province

Zip/Postal Code

**RE: REVOCATION OF GUARANTEE**

Dear [CONTACT NAME],

Reference is made to our guarantee dated [DATE], issued to you where we guaranteed the credit of [OBLIGOR NAME].

Please be advised that effective upon receipt of this letter revoking our guarantee, (or such effective termination date as provided under the guarantee) the undersigned is not obligated on the guarantee for any future or further credit extended by you to the Obligor. We understand that we shall remain liable for the present balance owed until it is fully paid.

We would appreciate confirmation of the present balance owed and would further appreciate notification when said balance has been fully paid, together with the return of our guarantee at that time.

Please confirm to us in writing the receipt and acknowledgement of this guarantee revocation by signing and returning the acknowledgement below.

Thank you for your cooperation.

Kind Regards,

[YOUR NAME]

[YOUR TITLE]

[YOUR PHONE NUMBER]

[YOUREMAIL@YOURCOMPANY.COM]

PLEASE RETURN BY CERTIFIED MAIL

Acknowledged:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Effective Date: Present Balance:R

Creditor