

Instruction: This is a model letter. Adapt to fit your facts and circumstances.

Return address:  
Name  
Company  
Address Line  
City, State Zip Code

Date

Name  
Address Line  
City, State Zip Code

Re: Demand on Guarantor

Dear :

Please be advised that your name is listed as guarantor on the copy of the promissory note enclosed. The debtor, Name, has informed us that he/she is unable to pay the promissory note and the note is currently in default.

The amount owed, including the principal with interest, is \$Amount.

Therefore, demand is being made upon you as guarantor of this note for the total amount stated above.

If you have any questions concerning this matter, please do not hesitate to contact me.

Sincerely,

N A M E