

Debt Notification Letter

Date: [Insert Date]

To,

[Guarantor's Name]
[Guarantor's Address]
[City, State, Zip Code]

Dear [Guarantor's Name],

We are writing to formally notify you regarding the outstanding debt of [Debtor's Name], for which you have provided a personal guarantee. As of [Insert Date], the total amount due is [Insert Amount]. This payment is overdue, and we request your immediate attention to this matter.

Details of the Debt:

- Debtor's Name: [Debtor's Name]
- Account Number: [Account Number]
- Amount Due: [Insert Amount]
- Due Date: [Insert Due Date]

Please be informed that, as the guarantor, you are legally obligated to settle this debt if the primary debtor fails to do so. We kindly urge you to either arrange for the payment directly or ensure that [Debtor's Name] contacts us to make arrangements for repayment.

If you have any questions or if you would like to discuss this matter further, please do not hesitate to contact us at [Insert Contact Information]. We appreciate your prompt attention to this serious matter.

Thank you for your cooperation.

Sincerely,

[Your Name]
[Your Title]
[Your Company Name]
[Your Company Address]
[City, State, Zip Code]
[Your Contact Information]