

# Request for Guarantor Information

Date: [Insert Date]

[Your Name]  
[Your Position]  
[Your Company]  
[Company Address]  
[City, State, Zip]  
[Email Address]  
[Phone Number]

[Recipient's Name]  
[Recipient's Position]  
[Recipient's Company]  
[Company Address]  
[City, State, Zip]

Dear [Recipient's Name],

I hope this message finds you well. We are in the process of establishing a business partnership and as part of our due diligence, we kindly request information regarding any guarantors associated with our forthcoming agreement.

Specifically, we are seeking the following information:

- Name of the guarantor.
- Contact details (phone number and email).
- Relationship with the business.
- Any relevant financial information.

Your prompt response in providing this information would greatly assist in expediting our partnership process. Please feel free to reach out if you have any questions or need further clarification.

Thank you for your attention to this matter. We look forward to your response.

Sincerely,

[Your Name]  
[Your Position]  
[Your Company]