[DATE]

Contact Name

Address

Address2

Country

City /Province

Zip/Postal Code

**RE: REQUEST FOR GUARANTEE PAYMENT**

Dear [CLIENT NAME],

This letter serves to inform you that [Name of Debtor] is presently in default within their obligations to [NAME OF COMPANY], to the amount of [OWED AMOUNT] since [DATE of DEFAULT].

According to the terms and conditions of your Guarantee dated [DATE GUARANTEE EXECUTED], you are fully responsible for all obligations of [DEBTOR]. We are therefore requesting that payment is made in full of said amount, via a cashier’s cheque by [DEADLINE DATE], at the following address:  
  
 [COMPANY]

[ADDRESS]

[ADDRESS L2]

[CITY, COUNTRY/ POSTAL CODE]

If we have not received the full payment from you by the required date, we will have no alternative but to take legal action against you under your Guarantee and will additionally assess your legal fees and costs for such legal proceedings, as provided to us by the Guarantee.

Please, do not hesitate to call the undersigned, if you have any questions at [UNDERSIGNED’S CONTACT NUMBER].

Kind regards,

[NAME]

[TITLE]

[CONTACT NUMBER]

[COMPANY EMAIL]