

[Print on front of envelope] insert Address]

<<Guarantor's Name>>
<<Address>>
<<Address>>
<<Post Code>>

<<Date>>

Dear << >>

Re. Guarantee of <<name of Guarantor>>

We refer to the above Guarantee in relation to the duties and responsibilities of <<name of Borrower>>. **TAKE NOTICE** that <<name of Borrower>> has failed to pay/perform his obligations to us in the following respects:

<<Provide full details of default>>

WE HEREBY DEMAND under the terms of the Guarantee the payment forthwith of the outstanding indebtedness owed by <<name of Borrower>> [to the maximum liability]. If you fail to pay the said amount within <<number>> days of the date of this letter we will take steps to commence proceedings against you.

Yours sincerely

<<Name & Title>>
For and on behalf of <<Company Name>>