

[Print on Letterhead of Beneficiary]

[Print on Letterhead of Contractor as the customer/client of the Contractor)]

<<Guarantor's Name>>

<<Address>>

<<Address>>

<<Post Code>>

<<Date>>

Dear << >>

Re. Deed of Guarantee between you and <<name of Contractor>> ("the Guarantee")

We refer to <<name of Contractor>>'s obligations, responsibilities and liabilities to us under [an Order][a contract] between <<name of Contractor>> and us ("the Contract")

Under the terms of the Guarantee, you are responsible and liable to us in full for <<name of Contractor>> under the Contract.

**TAKE NOTICE** that <<name of Contractor>> is required to perform the following respects to perform its obligations and meet its liabilities to us <<Provide full details of default>>]

Pursuant to the terms of the Guarantee, you **AND** that [, up to your maximum liability under the Guarantee,] you for

[ensure that the performance obligations of <<name of Contractor>> to us under the Contract are carried out by it or you]

[and][or]

[you meet <<name of Contractor>>'s obligations under the Contract] failure to carry out its performance

[and][or] you meet any other liabilities <<name of Contractor>> has to us under the Contract which it has not met].

If you fail to do so within <<numbers>> days of our demand letter we will take steps to commence proceedings against you.

Yours faithfully

<<Name & Title>>

For and on behalf of

<<Name of Beneficiary of Guarantee>>