

[Print on Letterhead]

[Beneficiary of the Guarantee]

<<Guarantor's Name>>

<<Address>>

<<Address>>

<<Post Code>>

<<Date>>

Dear << >>

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

We refer to <<name of Principal i.e. <>>'s obligation[s] and liability[y][ies] to make payment[s] to us under [an agreement] [arrangements from time to time] between us and <<name of Principal>> by us to <<name of Principal>> of [goods][services] ("the Contract")

Under the terms of the Guarantee, you are responsible and liable to us in full for the payment of <<name of Principal>> in making payment in accordance with the Contract.

TAKE NOTICE that <<name of Principal>> owes us as required by the Contract as follows for [goods][services] supplied to <>>:-
<<Provide full details of default>>]

Pursuant to the terms of the Guarantee, you are required to make **AND** payment forthwith of the outstanding payment owed to us by <>> up to your maximum liability under the Guarantee].

If you fail to pay the said amount to us within 14 days of the date of this demand letter we will take steps to commence proceedings against you without further notice.]

Yours faithfully

<<Name & Title>>

For and on behalf of
<<Name of Supplier>>