

DATE: [Current Date]

TO:

[Debtor Name]

[Debtor Address]

[City, State, Zip Code]

FROM:

[Lienholder/Company Name]

[Company Address]

[City, State, Zip Code]

[Phone Number]

RE: NOTICE OF DEFAULT AND INTENT TO REPOSSESS VEHICLE

Account Number: [Account Number]

Vehicle Description: [Year, Make, Model]

VIN: [Vehicle Identification Number]

Dear [Debtor Name],

You are hereby notified that you are in breach of your motor vehicle retail installment contract dated [Date of Contract] due to non-payment. As of the date of this letter, your account is past due in the amount of \$[Total Past Due Amount].

This letter serves as formal notice that if the total past due amount is not received by our office on or before [Deadline Date], we intend to exercise our legal right to repossess the vehicle listed above without further notice.

To prevent the repossession of your vehicle and additional costs (including towing and storage fees), you must take one of the following actions immediately:

- Pay the full past due amount of \$[Amount].
- Contact our collections department at [Phone Number] to discuss a formal repayment plan.
- Voluntarily surrender the vehicle to a designated location to avoid public repossession.

If the vehicle is repossessed, it may be sold at a public or private auction. If the sale price does not cover the full balance of your loan plus repossession costs, you will remain liable for the remaining deficiency balance.

Please govern yourself accordingly.

Sincerely,

[Name of Representative]

[Title]

[Company Name]