

[Date]

[Recipient Name]

[Address Line 1]

[Address Line 2]

[City, State, Zip Code]

RE: NOTICE OF DEFAULT AND INTENT TO REPOSSESS VEHICLE

Account Number: [Account Number]

Vehicle Description: [Year, Make, Model]

VIN: [Vehicle Identification Number]

Dear [Recipient Name],

This letter serves as formal notification that your account is seriously delinquent. According to our records, your last payment was received on [Date], and your account is now [Number] days past due.

To date, you owe a total past due amount of \$[Amount], which includes late fees and penalties. Under the terms of your retail installment contract, [Lender Name] has the right to repossess the vehicle if you fail to make your payments.

To prevent the immediate repossession of your vehicle, you must pay the total past due amount of \$[Amount] by [Deadline Date].

If payment is not received by the date listed above, we will proceed with the repossession of the vehicle without further notice. Please be advised that in the event of a repossession, you may also be held responsible for costs associated with the recovery, storage, and sale of the vehicle.

Please remit payment immediately via [Payment Methods] or contact our Collections Department at [Phone Number] to discuss this matter.

Sincerely,

[Your Name/Department]

[Lender Name]

[Phone Number]