

[Your Company Name]
[Address]
[City, State, Zip Code]
[Phone Number]

[Date]

[Borrower Name]
[Address]
[City, State, Zip Code]

RE: URGENT NOTICE - NOTICE OF DEFAULT AND INTENT TO REPOSSESS

Account Number: [Account Number]
Vehicle Year/Make/Model: [Year Make Model]
VIN: [Vehicle Identification Number]

Dear [Borrower Name],

This letter serves as formal notice that your auto loan account is currently in default due to non-payment. Our records indicate that your account is [Number] days past due, with a total overdue balance of \$[Amount].

Failure to bring your account current immediately may result in the **repossession** of your vehicle. Under the terms of your retail installment contract, we have the right to seize the collateral if payment obligations are not met.

To prevent further action and the loss of your vehicle, you must pay the total past due amount by [Date].

Payment Options:

- Online: [Website URL]
- Phone: [Phone Number]
- In Person: [Office Address]

If you are experiencing financial hardship, please contact our collections department immediately at [Phone Number] to discuss potential payment arrangements. We prefer to work with you to resolve this matter; however, we will proceed with recovery efforts if we do not hear from you.

Please disregard this notice if payment has already been sent.

Sincerely,

[Name/Department]
[Company Name]