

Current Date: [Insert Date]

To: [Lender Name]

Attn: Asset Recovery/Collections Department

[Lender Address]

[City, State, Zip Code]

**RE: Notice of Voluntary Surrender**

Account Number: [Insert Loan Account Number]

Vehicle Description: [Year, Make, Model]

Vehicle Identification Number (VIN): [Insert VIN]

Dear [Lender Name],

I am writing to formally notify you that I am unable to continue making payments on the above-referenced auto loan. Consequently, I am voluntarily surrendering the vehicle to [Lender Name].

The vehicle is currently located at:

[Insert Your Address or Location of Vehicle]

The vehicle is in [Excellent/Good/Fair] condition with approximately [Insert Mileage] miles. I have removed all personal belongings and the keys are [Attached to this letter/Available for pickup/Left in the drop box].

Please contact me at [Insert Phone Number] to arrange a date and time for the repossession agent to collect the vehicle. I understand that the vehicle will be sold at auction and that I may remain liable for any deficiency balance between the sale price and the remaining loan amount, subject to state law.

I request that you provide a written statement following the sale of the vehicle detailing the sale price, any costs incurred, and the final balance remaining on the account.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Current Mailing Address]

[Your Phone Number]