

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

[Date]

[Bank/Financial Institution Name]  
[Loan Department Address]  
[City, State, Zip Code]

**RE: Notice of Right of Offset for Auto Loan Arrears**

**Account Number:** [Your Auto Loan Account Number]  
**Savings/Checking Account Number:** [Your Deposit Account Number]

To Whom It May Concern,

I am writing to formally request/authorize a fund offset to resolve the current arrears on my auto loan account referenced above. Due to unforeseen financial circumstances, my loan payments have fallen behind by the amount of \$[Amount in Arrears].

I hereby authorize [Bank Name] to transfer the total sum of \$[Amount] from my [Savings/Checking] account ending in [Last 4 Digits] to be applied immediately to the past-due balance of my auto loan.

By executing this offset, it is my understanding that:

- The loan will be brought to current status.
- Any pending repossession actions related to these specific arrears will be halted.
- Future payments will resume according to the original installment schedule starting [Date of Next Payment].

Please provide written confirmation once the transfer has been completed and the loan status has been updated. If there are any additional fees required to fully reinstate the account, please contact me immediately at [Your Phone Number].

Thank you for your cooperation in this matter.

Sincerely,

[Your Signature]

[Your Printed Name]