

Date: [Insert Date]

To: [Insert Debtor Name]
[Insert Debtor Address]
[Insert City, State, Zip Code]

Account Number: [Insert Account Number]
Vehicle Description: [Insert Year, Make, Model]
VIN: [Insert Vehicle Identification Number]

Subject: NOTICE OF NEGATIVE INFORMATION REPORTING

Dear [Insert Debtor Name],

We are writing to inform you that we have recently furnished negative information to one or more nationwide consumer reporting agencies regarding the deficiency balance remaining on your account following the repossession and sale of the vehicle listed above.

The current outstanding deficiency balance is \$[Insert Amount].

As required by law, we are providing you with the following notice: **"We may report information about your account to credit bureaus. Late payments, missed payments, or other defaults on your account may be reflected in your credit report."**

The negative information reported may include, but is not limited to, the repossession of the collateral, the default on the contract terms, and the non-payment of the remaining deficiency balance.

If you wish to resolve this debt or discuss payment options to prevent further collection efforts, please contact our office at [Insert Phone Number] during normal business hours.

Sincerely,

[Insert Name/Department]
[Insert Creditor Name]
[Insert Creditor Address]