

URGENT NOTICE: INTENT TO REPOSSESS VEHICLE

Date: [Insert Date]

To: [Debtor Name]

Address: [Debtor Address]

City, State, Zip: [City, State, Zip]

RE: Account Number: [Insert Account Number]

Vehicle Description: [Year, Make, Model]

VIN: [Insert VIN Number]

Dear [Debtor Name],

Our records indicate that your account is currently past due. As of [Insert Date], you have failed to make the required payments as agreed upon in your retail installment contract.

Total Amount Past Due: \$[Insert Amount]

This letter serves as formal notice that if the total past due amount is not received by [Insert Deadline Date], we will exercise our right to repossess the vehicle described above without further notice.

Repossession of the vehicle may result in additional costs, including towing fees, storage fees, and legal expenses, for which you will be held responsible. Furthermore, the repossession will be reported to credit bureaus, which may negatively impact your credit rating.

To prevent this action, please submit the full payment immediately via [Insert Payment Method] or contact our Collections Department at [Insert Phone Number] to discuss your account.

Please disregard this notice if payment has already been made.

Sincerely,

[Your Name/Department]

[Company Name]

[Company Phone Number]