

Date: [Insert Date]

TO: [Debtor Name]

ADDRESS: [Debtor Address]

CITY/STATE/ZIP: [City, State, Zip Code]

RE: FINAL WARNING - Demand for Payment of Accrued Penalty Fees

Account Number: [Insert Account Number]

Vehicle VIN: [Insert VIN Number]

Dear [Debtor Name],

This letter serves as a formal final warning regarding the outstanding accrued penalty fees on your auto financing account. According to our records, your account currently carries an unpaid balance of **[\$[Insert Amount]]** consisting strictly of late payment penalties and administrative fees.

Despite previous notices, these fees remain unpaid. This is a violation of the terms set forth in your retail installment contract/loan agreement.

DEMAND FOR PAYMENT

You are hereby demanded to pay the full amount of **[\$[Insert Amount]]** by no later than **[Insert Due Date]**. Payment can be made via [Insert Payment Method, e.g., online portal, check, or phone].

CONSEQUENCES OF NON-PAYMENT

Failure to remit payment or contact us to establish a payment plan by the aforementioned date will result in the following actions:

- Reporting of the delinquency to national credit bureaus, which may negatively impact your credit score.
- Referral of your account to a third-party collection agency.
- Legal action to recover the debt, including court costs and attorney fees where applicable.
- Potential acceleration of the full loan balance or repossession procedures as permitted by your contract.

Please give this matter your immediate attention to avoid further escalation. If you have already sent payment, please disregard this notice.

Sincerely,

[Your Name/Department]

[Company Name]

[Phone Number]
[Email Address]