

**Date:** [Insert Date]

**To:**

[Debtor Name]  
[Debtor Address]  
[City, State, Zip Code]

**From:**

[Creditor/Lending Institution Name]  
[Address]  
[City, State, Zip Code]  
[Phone Number]

**RE: NOTICE OF DEFICIENCY BALANCE AND INTENT TO PURSUE JUDGMENT**

**Account Number:** [Insert Account Number]

**Vehicle Description:** [Year, Make, Model]

**VIN:** [Insert VIN]

Dear [Debtor Name],

This letter serves as formal notification regarding the remaining balance on your auto loan following the repossession and subsequent sale of the vehicle listed above.

The vehicle was sold at [Private Sale/Auction] on [Date of Sale] for the amount of \$[Sale Price]. After applying the sale proceeds to your outstanding loan balance and adding costs associated with the repossession, storage, and preparation for sale, a deficiency balance remains.

**Calculation of Deficiency:**

- Outstanding Loan Balance: \$[Amount]
- Plus Repossession/Storage Fees: \$[Amount]
- Plus Legal/Late Fees: \$[Amount]
- Less Net Sale Proceeds: - \$[Amount]
- **TOTAL DEFICIENCY BALANCE DUE: \$[Total Amount]**

Please be advised that you are legally responsible for the payment of this deficiency. If we do not receive payment in full or an agreed-upon payment arrangement by [Deadline Date], we intend to file a lawsuit against you to obtain a court-ordered **Deficiency Judgment**.

A Deficiency Judgment may allow us to pursue further collection actions, including:

- Garnishment of your wages;
- Levying of your bank accounts;
- Placement of liens on other property you own.

To avoid legal action, please contact our office immediately at [Phone Number] to settle this debt or to discuss a payment plan. This is an attempt to collect a debt and any information obtained will be used for that purpose.

Sincerely,

[Authorized Signature]  
[Printed Name and Title]  
[Company Name]