

**DATE:** [Date]

**TO:**

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

**FROM:**

[Creditor Name/Law Firm]  
[Address]  
[Phone Number]

**RE: NOTICE OF DEFICIENCY JUDGMENT**

Case Number: [Court Case Number]  
Original Account Number: [Account Number]  
Collateral Description: [Description of Property/Vehicle]

Dear [Debtor Name],

This letter serves as formal notice regarding the outstanding balance remaining on your account following the sale of the collateral listed above. On [Date of Sale], the collateral was sold for \$[Sale Price].

The proceeds from this sale were applied to your total debt; however, the sale price was insufficient to satisfy the full amount owed. As a result, a deficiency balance has been established as follows:

- Principal Balance Owed: \$[Amount]
- Interest and Late Fees: \$[Amount]
- Costs of Repossession/Sale: \$[Amount]
- Legal/Attorney Fees: \$[Amount]
- **Less Net Sale Proceeds: -\$[Amount]**
- **TOTAL DEFICIENCY OWED: \$[Total Amount]**

Pursuant to the judgment entered in [Name of Court] on [Date of Judgment], you are legally responsible for the payment of this remaining balance. This deficiency is now due and payable immediately.

Please contact our office at [Phone Number] no later than [Date] to arrange for payment or to discuss a settlement plan. Failure to resolve this matter may result in further collection actions, including but not limited to wage garnishment or the seizure of other non-exempt assets as permitted by law.

Sincerely,

[Signature]

[Name of Representative]

[Title]