

[Your Name]
[Your Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Date]

[Lender Name]
[Lender Department]
[Lender Address]
[City, State, Zip Code]

RE: Account Number: [Your Account Number]
Vehicle Make/Model: [Vehicle Year, Make, and Model]
VIN: [Vehicle Identification Number]

Dear [Name of Contact Person or Collections Department],

I am writing regarding the repossession and subsequent sale of the above-referenced vehicle. According to your records, a deficiency balance of \$[Amount] remains on the account after the sale proceeds were applied.

Due to severe financial hardship, I am unable to pay the remaining balance. I am requesting that [Lender Name] agree to a full waiver of the deficiency judgment and any further collection efforts regarding this debt.

In exchange for this waiver, I am prepared to [State your offer, e.g., make a one-time settlement payment of \$XXX / or / provide documentation of my financial insolvency].

If you agree to this proposal, I request a written confirmation stating that:

- The remaining deficiency balance is waived in full.
- [Lender Name] will not pursue any further legal action or collection activity against me for this debt.
- The account will be reported to the credit bureaus as "Settled" or "Paid in Full" with a zero balance.

Please send the signed waiver agreement to my address listed above. I look forward to resolving this matter amicably.

Sincerely,

[Your Signature]

[Your Printed Name]