

Date: [Insert Date]

[Recipient Name/Department]

[Lending Institution Name]

[Street Address]

[City, State, Zip Code]

RE: Notice of Repossession Cancellation and Account Settlement

Account Number: [Insert Account Number]

Collateral Description: [Insert Year, Make, Model, and VIN/Serial Number]

To Whom It May Concern,

This letter serves as formal notification that the outstanding balance for the above-referenced account has been settled in full as of [Insert Date of Payment].

As the debt is now satisfied, I am requesting the immediate cancellation of any active repossession orders or recovery actions against the collateral described above. Please ensure that the recovery agent or third-party service provider is notified of this cancellation immediately to prevent any further action.

Additionally, please provide a formal "Release of Lien" or "Satisfaction of Debt" document and update my account status with the credit reporting agencies to reflect that the account is paid in full.

I have attached a copy of the payment receipt for your records. Please confirm in writing once the repossession order has been officially rescinded.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Phone Number]

[Your Email Address]