

[Date]

[Debtor Name]

[Address]

[City, State, Zip Code]

RE: NOTICE OF OUR PLAN TO SELL PROPERTY

Subject Property: [Year, Make, Model of Collateral]

Identification Number: [VIN or Serial Number]

Dear [Debtor Name],

The property listed above was repossessed on [Date of Repossession] because you broke your contract with [Lender/Company Name].

We will sell this property at a [Public/Private] sale. The sale will take place as follows:

Date: [Date of Sale]

Time: [Time of Sale]

Location: [Address of Sale Location or Online Auction Website]

You may get the property back at any time before it is sold by paying the full amount you owe. As of today, the amount required to redeem the property is \$[Total Payoff Amount]. This amount may increase if additional storage or sale costs are incurred.

The money we receive from the sale (after paying our costs) will reduce the amount you owe. If the sale proceeds are less than the amount you owe, you [will/will not] still owe us the difference (a deficiency balance). If the sale proceeds are more than you owe, you will receive a refund of the surplus.

You can get an accounting of the exact amount you owe by calling us at [Phone Number] or writing to us at [Company Address].

Sincerely,

[Name of Representative]

[Company Name]