

**Date:** [Insert Date]

**To:**

[Borrower Name]

[Borrower Address]

[City, State, Zip Code]

**Subject: PRE-REPOSSESSION GRACE PERIOD NOTICE**

Dear [Borrower Name],

This letter serves as a formal notice regarding your delinquent account for the following collateral:

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

**Collateral Description:** [Insert Year/Make/Model/VIN or Asset Details]

Our records indicate that your account is currently past due by [Number of Days] days. As of the date of this letter, the total amount required to bring your account current is **[\$Insert Total Past Due Amount]**.

**Your Grace Period:**

We are providing you with a final grace period to resolve this delinquency. You have until **[Insert Expiration Date]** to pay the past due amount in full.

**Consequences of Non-Payment:**

If payment is not received by the date listed above, we will begin the process of repossessing the collateral listed. Repossession may result in additional fees, a negative impact on your credit report, and the potential sale of the asset to satisfy the debt.

**How to Pay:**

Please make your payment immediately via [Insert Payment Methods, e.g., Online Portal, Phone, or In-Person].

If you have already sent your payment or believe this notice is in error, please contact our Collections Department immediately at [Insert Phone Number].

Sincerely,

[Sender Name/Department]

[Company Name]

[Company Phone Number]