

[Date]

[Debtor Name]
[Address Line 1]
[Address Line 2]

RE: Notice of Deficiency Balance - Final Demand for Payment

Account Number: [Account Number]
Vehicle: [Year, Make, Model]
VIN: [Vehicle Identification Number]

Dear [Debtor Name],

On [Date Validation Notice Sent], we provided you with formal verification of the debt owed regarding the repossession and sale of the vehicle listed above. The validation period has now expired, and the debt has been confirmed as valid.

Following the sale of the vehicle at public/private auction, a deficiency balance remains on your account. The details are as follows:

- Principal Balance at Repossession: \$[Amount]
- Plus: Repossession and Storage Fees: \$[Amount]
- Plus: Reconditioning and Repair Costs: \$[Amount]
- Less: Net Proceeds from Sale: (\$[Amount])
- **Total Deficiency Balance Due: \$[Total Amount]**

This letter serves as a formal demand for payment of the remaining balance. Please remit the full amount of \$[Total Amount] by [Due Date] to avoid further collection efforts.

If you are unable to pay the full balance at this time, please contact our office at [Phone Number] to discuss potential payment arrangements or a settlement offer.

Payments can be mailed to:

[Company Name]
[Payment Address]
[City, State, Zip]

Sincerely,

[Your Name/Department]
[Company Name]

This is an attempt to collect a debt. Any information obtained will be used for that purpose.