

DATE: [Insert Date]

TO: [Debtor Name]

ADDRESS: [Debtor Address]

ACCOUNT NUMBER: [Insert Account Number]

SUBJECT: FINAL NOTICE BEFORE ASSET REPOSSESSION

Dear [Debtor Name],

This letter serves as a formal and final notice regarding your overdue balance of \$[Amount] on the above-referenced account. Despite our previous attempts to resolve this matter, your account remains seriously delinquent.

Please be advised that this is your **last opportunity** to settle the debt or return the asset voluntarily before we initiate formal repossession proceedings. The asset subject to this notice is described as follows:

- **Asset Description:** [e.g., Vehicle Make/Model, Equipment Name]
- **Identification Number:** [e.g., VIN or Serial Number]

To prevent the repossession of this property, you must take one of the following actions by [Deadline Date]:

1. Pay the full outstanding balance of \$[Amount].
2. Contact our office at [Phone Number] to establish an immediate payment arrangement.
3. Voluntarily surrender the asset at [Location/Address] to mitigate further collection costs.

Failure to comply with this notice will result in the following actions:

- The immediate dispatch of a repossession agent to secure the asset.
- Reporting of the default and repossession to major credit bureaus.
- Legal action to recover any remaining deficiency balance, including interest and legal fees.

Time is of the essence. We strongly urge you to contact us immediately to resolve this matter.

Sincerely,

[Your Name/Representative Name]

[Company Name]

[Phone Number]

[Email Address]