

[Your Name]
[Your Address]
[Your City, State, Zip Code]
[Your Phone Number]
[Date]

[Lender Name]
[Lender Address]
[Lender City, State, Zip Code]

RE: Voluntary Repossession and Settlement Offer

Account Number: [Your Account Number]
Vehicle Make/Model: [Year, Make, Model]
Vehicle Identification Number (VIN): [Your VIN]

To Whom It May Concern,

I am writing to formally notify you that I can no longer maintain the payments on the above-referenced account due to financial hardship. I would like to arrange for the voluntary repossession of the vehicle.

The vehicle is currently located at [Location Address]. Please contact me at [Your Phone Number] to schedule a time for your agent to retrieve the vehicle and the keys.

In conjunction with this voluntary surrender, I am proposing a settlement for any remaining deficiency balance after the vehicle is sold. I offer to pay a one-time lump sum of \$[Dollar Amount] as full and final settlement of the debt.

This offer is contingent upon the following conditions:

- The payment of \$[Dollar Amount] will satisfy the debt in its entirety.
- Your company will waive any right to pursue further collection actions or legal judgments against me regarding this account.
- The account status will be reported to the credit bureaus as "Paid in Full" or "Settled."

Please provide a written response within [Number] days to confirm your acceptance of this voluntary surrender and settlement offer. If accepted, I will provide the funds immediately upon receipt of your signed agreement.

Sincerely,

[Your Signature]
[Your Printed Name]