

Date: [Insert Date]

To:

[Debtor Name]

[Debtor Address]

[City, State, Zip Code]

Re: Acknowledgment of Cease and Desist / Notice of Intent to Repossess

Dear [Debtor Name],

We are in receipt of your correspondence dated [Date of Cease and Desist Letter], in which you requested that we cease and desist all further communication regarding your account [Account Number].

In accordance with your request and applicable laws, we will no longer contact you via telephone or mail regarding the collection of this debt, except as permitted by law to notify you of specific legal actions being taken.

Please be advised that despite the cessation of general communication, your account remains in default. Our records indicate a past due balance of \$[Amount]. As the underlying debt is secured by the following asset:

Description of Asset: [Year, Make, Model, VIN or Serial Number]

Notice is hereby given that we intend to exercise our contractual and legal rights to repossess the aforementioned secured asset due to non-payment. This process may begin immediately and without further notice to you, subject to state and federal regulations.

If you wish to prevent the repossession of this asset, you must provide the full cure amount of \$[Amount] by [Deadline Date/Time]. Payments should be made via [Payment Method].

Any further communications from this office will be limited to notices regarding the repossession, sale of the asset, or formal legal proceedings.

Sincerely,

[Your Name/Company Name]

[Your Title]

[Phone Number]