Date: [Insert Date]

To: [Debtor Name]
[Debtor Address]
[City, State, Zip Code]

Re: Account Number: [Insert Account Number]
Collateral Description: [Insert Year, Make, Model, and VIN/Serial Number]

Dear [Debtor Name],

This letter serves as formal acknowledgment of your Cease and Desist request received on [Date of Receipt]. In accordance with the Fair Debt Collection Practices Act (FDCPA) and applicable state laws, we will cease all further direct communication with you regarding the collection of the outstanding debt associated with the above-referenced account.

However, please be advised that this cessation of communication does not waive our security interest in the collateral or our right to pursue legal remedies. Since the default on the loan agreement remains uncured, we are hereby notifying you of our intent to exercise our right to repossess the collateral listed above.

Notice of Intent to Repossess:

Because the account remains in default, we have initiated the process to take physical possession of the collateral. To avoid the potential for a breach of peace or additional recovery costs, you may voluntarily surrender the property by contacting our office at [Insert Phone Number] to arrange a date and location for turnover.

If the collateral is not surrendered voluntarily, we will proceed with involuntary repossession as permitted by law. Please be aware that once the property is repossessed, it may be sold at public or private auction to satisfy the debt. You may be held liable for any deficiency balance remaining after the sale of the collateral, as well as all costs associated with the repossession and liquidation process.

This is the final communication you will receive from this office regarding this matter, except for notices required by law concerning the sale of the collateral or legal proceedings.

Sincerely,

[Your Name/Authorized Representative]
[Company Name]
[Phone Number]