

**Date:** [Insert Date]

**To:** [Recipient Name]  
[Recipient Address]  
[City, State, Zip Code]

**Sent via:** [e.g., Certified Mail / Email]

**RE: Acknowledgment of Cease and Desist and Final Notice of Asset Repossession**

Dear [Recipient Name],

We hereby acknowledge receipt of your Cease and Desist letter dated [Date of their letter]. While we have noted your request to stop communication regarding the outstanding balance for [Description of Debt/Agreement], please be advised that this does not discharge your legal obligation to return the property or settle the account.

**Final Notice of Repossession:**

As you remain in default of your agreement dated [Original Agreement Date], we are formally notifying you of our intent to repossess the following asset(s):

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

Pursuant to [State/Local Law or Contract Clause], we have the legal right to recover this property. If the asset is not surrendered voluntarily by [Deadline Date/Time] at [Location for Drop-off], we will dispatch a recovery agent to secure the property without further notice.

**Action Required:**

To avoid repossession action and additional recovery fees, you must:

1. Contact [Name/Department] at [Phone Number] immediately to arrange a voluntary surrender.
2. Ensure the asset is accessible and in the same condition as when the agreement began.

Please note that following repossession, you may still be held liable for any deficiency balance, including towing, storage, and legal costs.

This is the final notice you will receive regarding this matter before recovery efforts commence.

Sincerely,

[Your Name/Company Name]  
[Your Title]

[Your Phone Number]  
[Your Email Address]