

Date: [Insert Date]

VIA [Insert Method: Certified Mail / Hand Delivery]

[Recipient Name / Debtor Name]

[Recipient Address]

[City, State, Zip Code]

**RE: ACKNOWLEDGMENT OF CEASE AND DESIST AND NOTICE OF
REPOSSESSION OF SECURED PROPERTY**

Dear [Recipient Name],

This letter serves as formal acknowledgment of your request to cease and desist all further communication regarding the debt associated with Account Number [Insert Account Number]. Pursuant to applicable law, we will honor this request and limit further contact except for the purposes outlined herein.

Please be advised that while regular collection communications will stop, the underlying security interest in the following property remains in effect:

Description of Secured Property:

Make/Model: [Insert Make/Model]

VIN/Serial Number: [Insert Number]

Other Identifiers: [Insert Details]

Due to the continued default on your contractual obligations, we are hereby exercising our right to repossess the secured property listed above. This action is being taken in accordance with the security agreement signed on [Insert Date] and governing state laws.

Instructions for Voluntary Surrender:

To avoid additional recovery fees and potential legal action, you may voluntarily surrender the property by contacting [Insert Contact Name/Department] at [Insert Phone Number] no later than [Insert Deadline Date/Time] to arrange a time and location for pickup.

If the property is not surrendered voluntarily, we will proceed with involuntary recovery efforts as permitted by law. Any interference with the lawful repossession of this property may result in further legal consequences.

This is a formal notice that we intend to invoke specified remedies to protect our security interest.

Sincerely,

[Your Signature]

[Your Printed Name]

[Company Name]
[Title]