

**Date:** [Insert Date]

**To:** [Debtor Name]

**Address:** [Debtor Address]

**City, State, Zip:** [City, State, Zip]

**From:** [Creditor/Lending Institution Name]

**Account Number:** [Insert Account Number]

**Collateral Description:** [Year, Make, Model, VIN/Serial Number]

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# NOTICE OF REPOSSESSION AND CEASE AND DESIST ACKNOWLEDGMENT

Dear [Debtor Name],

This letter serves as formal notice that the collateral described above has been repossessed by [Creditor Name] due to a default under the terms of your security agreement dated [Insert Date of Agreement].

## 1. NOTICE OF REPOSSESSION:

The subject collateral was recovered on [Insert Date of Repossession] at approximately [Insert Time] from [Insert Location of Recovery]. The property is currently being held at [Insert Storage Location Address].

## 2. ACKNOWLEDGMENT OF CEASE AND DESIST:

We hereby acknowledge receipt of your "Cease and Desist" communication dated [Insert Date of Debtor's Letter]. In accordance with the Fair Debt Collection Practices Act (FDCPA) and relevant state laws, we have ceased all direct communication regarding the collection of the debt, with the following exceptions as permitted by law:

- To advise you that our further efforts are being terminated;
- To notify you that we may invoke specified remedies which are ordinarily invoked by us (specifically, the liquidation of the secured collateral);
- Where applicable, to notify you that we intend to invoke a specific remedy.

## 3. RIGHT TO REDEEM / REINSTATE:

You may have the right to redeem the collateral or reinstate your contract by paying the full amount due, including repossession costs and storage fees. The total amount required to redeem is \$[Insert Amount], valid until [Insert Expiration Date]. Failure to take action by [Insert Deadline Date] will result in the collateral being sold at a [Public/Private] sale.

**4. PERSONAL PROPERTY:**

If any personal property was inside the collateral at the time of repossession, please contact [Insert Phone Number] within [Insert Number] days to arrange for its retrieval. Items not claimed within this period may be disposed of in accordance with state law.

Please direct any future legal inquiries or notices regarding this matter to our legal department or authorized agent at the address listed below.

Sincerely,

[Signature]

[Name of Authorized Representative]

[Title]

[Company Name]

[Phone Number]