

[Your Name/Company Name]  
[Address Line 1]  
[Address Line 2]  
[City, State, Zip Code]  
[Phone Number]  
[Date]

[Recipient Name]  
[Recipient Address Line 1]  
[City, State, Zip Code]

**RE: Notice of Collateral Recovery and Account Closure**

**Account Number:** [Account Number]  
**Collateral Description:** [Description, e.g., Vehicle VIN/Serial Number]

Dear [Recipient Name],

This letter serves as formal notification that [Company Name] has initiated the recovery of the collateral associated with the above-referenced account due to [Reason for Recovery, e.g., Default on Payment/Expiration of Lease].

The collateral was recovered on [Date of Recovery] and is currently being held at [Location/Storage Facility].

Please be advised that your account is now closed. However, you remain responsible for any outstanding balances, including but not limited to:

- Remaining principal balance: \$[Amount]
- Accrued interest: \$[Amount]
- Recovery and storage fees: \$[Amount]
- Late fees and penalties: \$[Amount]

**Total Amount Due: \$[Total Amount]**

To prevent further legal action or credit reporting, please remit the total amount due by [Due Date]. If you wish to discuss a payment plan or if you believe you have the right to redeem the collateral, you must contact our office immediately at [Phone Number].

Failure to respond by the date mentioned above will result in the sale of the collateral at a private or public auction. Any proceeds from the sale will be applied to your balance; however, you will be liable for any remaining deficiency.

Sincerely,

[Signature]  
[Printed Name]  
[Title]