

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Your Phone Number]  
[Your Email Address]

[Date]

[Name of Creditor/Lender]  
[Loss Mitigation Department]  
[Address]  
[City, State, Zip Code]

**RE: Voluntary Surrender and Request for Debt Forgiveness**

Account Number: [Your Account Number]

Collateral: [Description of Property/Vehicle, e.g., 2020 Make/Model, VIN, or Property Address]

To Whom It May Concern,

I am writing to formally notify you of my intent to voluntarily surrender the above-referenced collateral to [Name of Creditor] due to extreme financial hardship. I am no longer able to maintain the scheduled payments for this account.

I am proposing a voluntary surrender under the following conditions:

- **Full Satisfaction of Debt:** By accepting the surrender of this collateral, [Name of Creditor] agrees to waive any and all remaining balances, including deficiency balances, interest, and fees. The debt shall be considered settled in full.
- **Credit Reporting:** Upon receipt of the collateral, the account shall be reported to the credit bureaus as "Paid in Full" or "Voluntarily Surrendered/Settled."
- **Release of Liability:** Upon transfer of the collateral, I shall be released from all future liability regarding this loan agreement.

Please contact me at your earliest convenience to arrange a time and location for the surrender of the property and to provide a written agreement confirming that the deficiency balance will be forgiven.

I look forward to resolving this matter amicably.

Sincerely,

[Your Signature]

[Your Printed Name]