

[Date]

[Customer Name]

[Customer Address]

[City, State, Zip Code]

RE: Notice of Account Closure - Account Number: [Account Number]

Dear [Customer Name],

This letter serves as formal notification that your account with [Company Name] has been closed effective [Date]. This action follows the voluntary surrender of the collateral associated with this account, specifically: [Description of Asset/Vehicle], which was received by us on [Date of Surrender].

As a result of the voluntary surrender and subsequent account closure, please take note of the following:

- **Account Status:** Your account is now closed and no further credit will be extended.
- **Final Balance:** A final statement will be issued following the sale of the collateral. You remain responsible for any deficiency balance remaining after the proceeds of the sale are applied to your outstanding debt, including any applicable fees.
- **Credit Reporting:** We will update the status of this account with the national credit reporting agencies to reflect that the account has been closed and the collateral was voluntarily surrendered.

If you have any questions regarding the next steps in the liquidation process or your remaining balance, please contact our Customer Service Department at [Phone Number] or via email at [Email Address].

Thank you for your cooperation in this matter.

Sincerely,

[Authorized Signature]

[Name of Sender]

[Title/Department]

[Company Name]