

Date: [Insert Date]

To: [Lender/Lienholder Name]

Address: [Lender Street Address]

City, State, Zip: [City, State, Zip Code]

Account Number: [Insert Account Number]

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

Subject: Notice of Voluntary Surrender

Dear Sir/Madam,

I am writing to formally notify you of my intent to voluntarily surrender the above-referenced collateral to [Lender Name].

Please be advised that this account currently carries a **zero balance**. There are no outstanding payments, late fees, or principal amounts due. I am surrendering the property solely because [Reason for surrender, e.g., it is no longer needed / end of agreement].

The property is located at:

[Insert Physical Address where item is located]

I request that you contact me within [Number] days to arrange for the pickup or drop-off of the collateral. Upon transfer, please provide a written receipt or release form confirming that the property has been returned in good condition and that the account remains closed with a zero balance.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Phone Number]

[Your Email Address]