

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

[Date]

[Lender Name]
[Department, e.g., Loss Mitigation/Asset Recovery]
[Lender Address]
[City, State, Zip Code]

RE: Voluntary Surrender of Collateral
Account Number: [Your Account Number]
Description of Collateral: [Year, 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 [Lender Name]. Due to financial hardship, I am no longer able to maintain the contractual payments associated with this loan.

By surrendering this asset, I am cooperating fully to assist in the recovery process and to minimize further costs for both parties. I request that we reach a resolution regarding the remaining balance on the account. Specifically, I am requesting that [Lender Name] considers one of the following:

- A full waiver of any deficiency balance remaining after the sale of the collateral.
- A negotiated settlement for a reduced lump-sum payment to satisfy the debt.
- A structured payment plan for the remaining balance with all further interest waived.

Please contact me at your earliest convenience to arrange the physical turnover of the asset and to discuss the terms of this resolution. I request that any agreement reached be provided to me in writing before the surrender is finalized.

Thank you for your time and cooperation in this matter.

Sincerely,

[Your Signature]

[Your Printed Name]