

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

[Date]

[Lender Name]
[Lender Address]
[City, State, Zip Code]

RE: Voluntary Repossession and Account Termination

Account Number: [Your Account Number]
Vehicle Make/Model: [Year, Make, and Model]
Vehicle Identification Number (VIN): [Your VIN]

To Whom It May Concern,

I am writing to formally notify you that I am voluntarily surrendering the above-referenced vehicle to [Lender Name]. Due to financial hardship, I am no longer able to maintain the monthly payments required by our contract.

I am returning the vehicle in good faith to mitigate further losses. Please contact me at [Your Phone Number] to arrange a specific time and location for the surrender of the vehicle and the keys. At the time of surrender, I request a signed document acknowledging the receipt of the vehicle and a statement regarding its current condition.

I understand that the vehicle will be sold at auction. I request that the sale be conducted in a commercially reasonable manner to ensure the highest possible price, which will be applied to my outstanding balance. Once the sale is complete, please provide me with a written "Notice of Sale" and a detailed "Explanation of Calculation of Surplus or Deficiency" showing the final balance of the account.

Please terminate my account access and cease any further automatic withdrawals from my bank account effective immediately.

Thank you for your cooperation in this matter.

Sincerely,

[Your Signature]

[Your Printed Name]