

[Your Name]
[Your Address]
[Your Phone Number]
[Your Email]

[Date]

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

Re: Voluntary Surrender and Full Satisfaction of Debt
Account Number: [Your Account Number]
Collateral: [Description of Asset, e.g., Year/Make/Model/VIN]

To Whom It May Concern,

This letter serves as a formal offer to voluntarily surrender the above-referenced collateral to [Lender Name].

I am surrendering this asset on the condition that its return shall constitute full and final satisfaction of the debt associated with Account Number [Your Account Number]. By accepting the keys and possession of the property, [Lender Name] agrees to waive any and all claims to a deficiency balance. Furthermore, [Lender Name] agrees to report the account to all credit bureaus as "Settled in Full" or "Voluntary Surrender - Paid in Full" with a zero balance.

The asset is currently located at: [Physical Address of Asset].

Please provide a written confirmation signed by an authorized representative of [Lender Name] agreeing to these terms prior to the repossession/pickup of the asset. Once I receive the signed agreement, I will make the asset available for immediate collection.

Thank you for your cooperation in resolving this matter.

Sincerely,

[Your Signature]

[Your Printed Name]