

Letter of Inquiry

Date: [Insert Date]

To: [Recipient's Name]

[Company's Name]

[Company's Address]

Dear [Recipient's Name],

I am writing to formally inquire about certain discrepancies I have encountered regarding the repossession process of my account associated with [Account Number or Reference]. It has come to my attention that there may have been errors in the documentation and communication pertaining to this process.

Specifically, I would like to address the following issues:

- [Brief description of error 1]
- [Brief description of error 2]
- [Brief description of error 3]

I would appreciate it if you could provide clarification on these issues and any relevant documentation that may assist in resolving this matter. Please let me know the steps I should take to rectify these errors and ensure compliance with the repossession procedures.

Thank you for your prompt attention to this matter. I look forward to your response.

Sincerely,

[Your Name]

[Your Address]

[Your Phone Number]

[Your Email Address]