

Repossession Alert

Date: [Insert Date]

Dear [Renter's Name],

This letter serves as a formal notification that your rental vehicle, with license plate number [Insert License Plate Number], is subject to repossession due to non-payment. Our records indicate that your rental payment, which was due on [Insert Due Date], has not been received.

Please be advised that if the outstanding amount of [Insert Amount] is not received by [Insert Deadline], we will initiate the repossession process on [Insert Repossession Date]. We encourage you to contact our office immediately to discuss your account and avoid further action.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name] [Your Position] [Company Name] [Contact Information]