

Repossession Notification

Date: [Insert Date]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are writing to inform you that, as of [Insert Date], due to the non-payment of your account and in accordance with the terms of our agreement, we are initiating the repossession of the following equipment:

- [Equipment Description 1]
- [Equipment Description 2]
- [Equipment Description 3]

Please be advised that our representatives will be retrieving the aforementioned items on or after [Insert Date]. We encourage you to reach out to us immediately to discuss your account status and potentially avoid repossession.

If you have any questions or wish to discuss this matter further, please contact us at [Your Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]