

Permission for Asset Repossession

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Subject: Permission for Asset Repossession

Dear [Recipient Name],

I am writing to formally grant permission for the repossession of the following asset:

- Asset Description: [Insert Description]
- Asset Serial Number: [Insert Serial Number]

This repossession should be conducted on or after [Insert Date] and during [Insert Time]. Please coordinate with me to ensure a smooth process.

Thank you for your attention to this matter. Please feel free to contact me for any further information.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Name]