

# Vehicle Decommissioning Advisory for Loan Closure

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are writing to inform you about the decommissioning of your vehicle associated with loan account number [Insert Loan Number]. As part of the loan closure process, please follow the steps outlined below:

1. Ensure that the vehicle is properly maintained and is in operable condition.
2. Remove all personal belongings from the vehicle.
3. Provide us with the vehicle's title, keys, and any other related documents.
4. Schedule a decommissioning inspection with our office before [Insert Deadline].

Once the above steps are completed, we will process the closure of your loan and provide you with a confirmation.

If you have any questions or require assistance, please do not hesitate to contact us at [Insert Contact Information].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Contact Information]