

Collateral Repossession Notification

Date: [Insert Date]

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

Email: [Your Email Address]

Phone: [Your Phone Number]

To:

[Borrower's Name]

[Borrower's Address]

[City, State, Zip Code]

Dear [Borrower's Name],

This letter serves as a notification regarding the collateral repossession related to your account with us. As of [Insert Date], we have not received the payment due under the terms of your agreement dated [Insert Agreement Date].

We are hereby notifying you that we intend to repossess the collateral listed below:

- [Description of Collateral]
- [Additional Items if Applicable]

The repossession will take place on or after [Insert Repossession Date]. Please be aware that you have the right to redeem the collateral by making the necessary payments before the repossession occurs.

If you have any questions or wish to discuss this matter further, please do not hesitate to contact us at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]