

Collateral Recovery Notification

Date: [Insert Date]

To: [Borrower's Name]

[Borrower's Address]

Dear [Borrower's Name],

We are writing to inform you that, as a result of your default on the loan agreement dated [Insert Date], we have initiated the process of recovering the collateral associated with your account.

The collateral in question includes:

- [Description of Collateral Item 1]
- [Description of Collateral Item 2]
- [Description of Collateral Item 3]

Please be advised that we will be proceeding with the recovery on [Insert Date]. If you wish to discuss this matter further or believe you can remedy the default, please contact us at [Insert Contact Information] as soon as possible.

We hope to resolve this matter amicably and in accordance with the terms of your loan agreement.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Contact Information]