

# Urgent Notice for Collateral Repossession

Date: [Insert Date]

[Your Name]  
[Your Title/Position]  
[Your Company Name]  
[Your Address]  
[City, State, Zip Code]

[Recipient's Name]  
[Recipient's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

We are writing to formally notify you that, due to your failure to make the required payments as outlined in the contract dated [Insert Contract Date], we will be proceeding with the repossession of the collateral identified as [Insert Description of Collateral].

This action is necessary due to the breach of the agreement and will take place on or after [Insert Date of Repossession]. We encourage you to contact us immediately to discuss any options available to avoid this action.

Thank you for your urgent attention to this matter.

Sincerely,  
[Your Name]  
[Your Title/Position]  
[Your Company Name]  
[Your Contact Information]