*<Name of the Borrower>  
<Address of the Borrower>  
<City, State, Zip Code>*

*<Date>*

*<Name of the Lender>  
<Name of the Lender’s Institution>  
<City, State, Zip Code>*

*Subject: Voluntary repossession of vehicle loan number:\_\_\_\_\_*

*Dear To Whom It May Concern/<Name of Lending Officer>,*

*I am writing this letter to formally intimate you that I would be voluntarily giving up the <Model and year of Car and Vehicle Identification Number>. I am unable to make the required monthly payments as my financial position has altered. I am told that I should surrender my vehicle to you and you will be auctioning it off.*

*I also acknowledge my responsibility for the differential amount between what amount is procured for the vehicle subtracted from my loan balance. I will drop off the above-lusted vehicle according to the instructions given by you. I will also hand you over the car's registration papers and keys as well.*

*You can contact me at <Telephone Number> or at <Your Email Id> in case you have any other queries or wish to give me additional instructions.*

*Thanking you for your kind attention to this issue.*

*Regards,*

*<Borrower’s Signature>*

*<Borrower’s Printed Name>*