

<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>