***<****Recipient Name>*

***<****Address Of Recipient>*

*<City, State, Zip Code>*

*<Date>*

*Subject: Loan Account No.\_\_\_\_\_\_\_*

*Hello,*

*We would hereby intimate you that the aforementioned account you have with us is in delinquent status. We are contemplating the choice of taking back the <Item Name>, which was funded using this account.*

*Although we are more interested in getting our due payment from you, this unpaid account of yours leaves us with no choice but to get back the financed product.*

*Do you sincerely wish to avoid the hassle caused because of repossession, as well as, a negative credit report thereafter? Then, kindly get in touch with us at the earliest.*

*You may send your remaining payment amounting to <Amount>. In case there is no response from you within <Number of Days> from this notice, the repossession action will be executed for the <Item Name>.*

*We are expecting a quick revert from you.*

*Regards,*

*<Name of the lien Officer>*

*<List of enclosed products>*