



<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>