

*A sample repossession letter for objects other than a motor vehicle might look something like this:*

*<Entity/Company Name who is doing the repossession>*

*<Company Address>*

*<Date>*

*< Person's Name, one who has defaulted items>*

*<Address>*

*Dear <Borrower Name>,*

*We are sorry to announce our intention to repossess the objects you bought on <Date>. This is because you failed to pay <X> amount of money. Our representative will reach your residence on <Date> to collect those objects for which you failed to make the payment.*

*We are also enclosing the list of items and instructions on where and when to pay so that the repossession action can be avoided.*

*We would like to regret any inconvenience caused to you but are acting according to the conditions of our agreement dated <Date>.*

*Sincerely,*

*<Name of the Company Representative>*

*<Signature of the Company Representative>*