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XYZ Road, London [Sender's Address]

[Date]

ABC Street, London [Receiver's address]

Dear [Debtor's name],

This is to inform you that you are 10 [Enter Days] days past the payment of your loan of [Enter Amount]. Our every attempt at contacting you has been in vain.

In order to receive our payment, we have unfortunately decided to seize your property.

We moved to the court for our remedy. The court has allowed us to go ahead with the repossession process. We will start the process on Monday.

The auction will take place in Town Hall [Place] on Monday at 10 AM.

We wish you a happy life.

Regards,

[Your Name]

[Company's name]