

XYZ Road, London [Sender's Address]

[Date]

ABC Street, London [Receiver's address]

Dear [Debtor's name],

We moved to the district court for your non-payment of dues. You are now 15 days past the deadline for the payment of your loan of [Enter Amount].

We have been given permission to seize your assets in lieu of the due amount.

We will be auctioning the following items that you had pledged as the collateral:

- 1) Recliner worth [Amount]
- 2) TV set worth [Amount]
- 3) Air conditioner worth [Amount]
- 4) Motorbike worth [Amount]

The auction will take place at [Place] on Monday at 12 PM.

Wishing you all the best.

Regards,

[Your Name]

[Company's name]