

**ACTION**  
**AUTO**  
**RECOVERY**  
*SINCE 1967*

— Southern California Repossession & Skip Tracing Experts —

[www.RepoBiz.com](http://www.RepoBiz.com) / [action@repobiz.com](mailto:action@repobiz.com)

State License RA 1798

**Close Case / Assignment**

From - Financial Institution Name: \_\_\_\_\_

Financial Institution Customer Name: \_\_\_\_\_

Vehicle Year, Make & Model: \_\_\_\_\_

Full VIN or last 8: \_\_\_\_\_ Account number: \_\_\_\_\_

**The above listed assignment / case is now CLOSED until further notice.**

**Our case / assignment to you is CLOSED due to:**

- \_\_\_\_\_ Our customer has paid. (Positive Resolution)
- \_\_\_\_\_ This assignment / case is being sent to our skip company.
- \_\_\_\_\_ Our collateral was located out of your coverage area.
- \_\_\_\_\_ Our collateral was located and not worth picking up.
- \_\_\_\_\_ Our collateral was located, **Impounded** at: \_\_\_\_\_
- \_\_\_\_\_ This case / assignment is being handled by our insurance company.
- \_\_\_\_\_ We are going legal.
- \_\_\_\_\_ Out of time.
- \_\_\_\_\_ Other: \_\_\_\_\_

Please send a CLOSE confirmation once you receive this fax notification with your CLOSED confirmation number.

We understand if this is outside your normal business hours Monday – Friday 9:00am – 4:00pm Pacific Time, we will fax this CLOSE letter to your office at (562) 989-1414.

We understand after hours faxed closes are not guaranteed until the next business day.

We understand that our contracted CLOSE / POSITIVE RESOLUTION rates will apply.

Thank you,

Collector Name: \_\_\_\_\_ Date: \_\_\_\_\_

Collector Direct Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Signature: \_\_\_\_\_

**Please sign & date above and fax to us at: (562) 989-1414**