

**ACTION
AUTO
RECOVERY**
SINCE 1967

Southern California Repossession & Skip Tracing Experts

www.RepoBiz.com / action@repobiz.com

State License RA 641

Serving: Los Angeles, Orange, Riverside, San Bernardino & San Diego Counties

Hold Case / Assignment Notification

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 on HOLD until further notice.

Our case / assignment to you is on HOLD due to:

- _____ We have a promise to pay on: _____
- _____ Please Re-Open Case / Assignment on this date: _____ if you do not hear from us.
- _____ Vehicle has been impounded, hold until we can provide you the correct paper work.
- _____ Our Skip Department is working to provide you better information.
- _____ We are going legal.
- _____ Other: _____

Please send your HOLD confirmation number once you receive this fax notification.

We understand if this notification is outside your normal business hours Monday – Friday 9:00am – 4:30pm Pacific Time, we will fax this HOLD letter to your office, and call your after hours hold emergency phone number at: (562) 253-5326. We understand after hours holds are not guaranteed until the next business day.

We understand Action Auto Recovery's HOLD policy is for 4 days, after which we will need to call you to close out the case / assignment or re-open it. Our Contracted Close Case / Assignment fee will apply.

Thank you,

Your Name: _____ Date: _____

Direct Phone Number: _____ Email: _____

Signature: _____

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