

Date: \_\_\_\_\_

Customer / Debtor Name: \_\_\_\_\_

Customer Address: \_\_\_\_\_

RF: Delinquent Loan / Account Number: \_\_\_\_\_

Due Date: \_\_\_\_\_

Amount Past Due: \_\_\_\_\_

**URGENT NOTICE  
IMMEDIATE RESPONSE IS REQUIRED**

Your loan is currently: \_\_\_\_\_ days past due and in default status.

To avoid the possibility of repossession, it is imperative that you contact our office at:

within 48 hours of receipt of this notice. Satisfactory arrangements must be made immediately.

**Please note: This communication is an attempt to collect a debt and any information obtained will be used for that purpose. We may report information about your account to all credit bureaus. Late payments, missed payments, or other defaults on your account may be reflected in your credit report.**

Sincerely,