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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 we have not received any acknowledgement or any payment from your side related to your debt of [Enter amount]. This letter has been written after numerous attempts of collecting the due amount.

Your amount of [Enter Amount] is currently [Days] days past the deadline. We intend to complete the whole procedure in the next 3 business days. If you pay within the next 3 days, it will stop the repossession process.

If you fail to meet the conditions, we will seize your car. Your car details are attached with the letter.

Regards,

[Your Name]

[Company's name]