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XYZ Road, London [Sender's Address]

[Date]

ABC Street, London [Receiver's address]

Dear [Debtor's name],

It has come to our knowledge that you have failed to meet the deadline for repayment of the loan you borrowed last year. The outstanding amount along with the interest stands at [Amount].

In order to meet the requirements, we have decided to seize your asset that was listed as the collateral. The house of the dimensions [Enter dimensions] located on the [enter street name] will be auctioned at Town Hall [Enter Location]. The auction will be held on Monday at 12 PM.

We wish you a happy future.

Regards,

[Your Name]

[Company's name]