[DATE]

Contact Name

Address

Address2

City,

State/Province

Zip/Postal Code

**RE: Notice of Private Sale of Collateral**

Dear [DEBTOR],

This is to notify that after [DEADLINE DATE], the undersigned will sell at a private sale the following Collateral:

[DESCRIBE]

The said collateral will be sold to [BUYER NAME], for the amount of [AMOUNT] on [DATE,TIME]. You will be held liable for any deficit resulting from the said sale.

At any time prior to the date and time of the sale, you may redeem this property by paying the amount due and all accrued costs of the foreclosure.

Kind Regards,

[YOUR NAME]

[YOUR TITLE]

[YOUR PHONE NUMBER]

[YOUREMAIL@YOURCOMPANY.COM]