[DATE]

Contact Name

Address

Address2

City,

State/Province

Zip/Postal Code

**RE: NOTICE OF PUBLIC SALE OF COLLATERAL**

Dear [DEBTOR NAME],

Notice is hereby given to you that the collateral covered under our security agreement will be sold at a public auction as follows:

Date:

Time:

Location:

You will be held liable for any deficiency resulting from the said sale.

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

Kind Regards,

[YOUR NAME]

[YOUR TITLE]

[YOUR PHONE NUMBER]

[YOUREMAIL@YOURCOMPANY.COM]