Sample letter required on Auctioneers/Supplier’s letterhead:

RE – ***Insert Customer name***

For delivery to:

***Customer name***

***Customer address***

Date

RE: PPSR Encumbrance: relating to goods listed on invoice: invoice details **(*insert invoice no)***

**(*Auctioneer/supplier name*)** hereby confirms we act for the financier in relation to the sale of asset/s referred to in invoice **(*insert invoice number*).** Furthermore, we confirm that following receipt of sale proceeds and payment to the vendor the PPSR registration will be lifted on the following assets within 10 business days:

Asset: ***(insert asset description)***

VIN No: ***(insert VIN/serial no)***

Engine No: **(insert engine no)**

We trust this is satisfactory for your records

Yours sincerely

***Signed by Auctioneer/Supplier***