

Collateral Assignment for Secured Loan

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Collateral Assignment for Secured Loan

I am writing to formally notify you of the collateral assignment related to the secured loan agreement dated [Insert Loan Agreement Date] between [Borrower's Name] (the "Borrower") and [Lender's Name] (the "Lender").

As per the terms of the loan agreement, the following collateral has been assigned to the Lender to secure the obligations of the Borrower:

- [Description of Collateral Item 1]
- [Description of Collateral Item 2]
- [Description of Collateral Item 3]

This assignment shall remain in effect until the full repayment of the loan amount along with any applicable interest and fees as outlined in the loan agreement.

Should you have any questions or require further information, please do not hesitate to reach out to me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]