

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

## **Subject: Voluntary Return of Collateral**

Dear [Recipient's Name],

I am writing to formally notify you of my decision to voluntarily return the collateral that was provided under our agreement dated [Agreement Date].

Details of the collateral are as follows:

- Type of Collateral: [Describe the collateral]
- Loan Agreement Number: [Loan Agreement Number]
- Date of Transaction: [Transaction Date]

I am returning the collateral due to [brief reason for return]. I appreciate your understanding and support regarding this matter.

Please let me know the process for returning the collateral and any further actions required on my part.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]