

# **[Your Company Letterhead]**

[Date]

[Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request collateral for the advance payment of [amount] related to [specific project or service]. As per our agreement dated [date of agreement], we believe that securing this advance with collateral will ensure both parties are protected.

We propose that the following item(s) be suitable as collateral: [describe the collateral, including value and details]. This will help facilitate the payment process and strengthen our working relationship.

We appreciate your understanding and are open to discussing this matter further. Please let us know a convenient time for you to discuss this request.

Thank you for considering our request. We look forward to your prompt response.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]