

Date: [Insert Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

Subject: Collateral Retrieval Advisory

We are writing to inform you about the retrieval of collateral associated with your account, [Account Number/Identifier]. As per our records, the following items are due for retrieval:

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

Please be advised that the retrieval process will be initiated on [Insert Date]. We request that you ensure all necessary arrangements are made for a smooth retrieval.

If you have any questions or require further clarification, please do not hesitate to reach out to our office at [Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]