Collateral Release Application

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Lender's Name]

[Lender's Title]

[Lender's Company]

[Company Address]

[City, State, Zip Code]

Dear [Lender's Name],

I am writing to formally request the release of collateral associated with loan account number [Insert Loan Account Number]. As per our agreement, I have fulfilled all obligations and payments required under the terms of the loan.

I kindly ask that you process the collateral release at your earliest convenience. Attached are all necessary documents for your review, including proof of payment and any required forms.

Thank you for your prompt attention to this matter. Should you have any questions or require further information, please do not hesitate to contact me.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]