

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Subject: Collateral Release Authorization Request

Dear [Recipient Name],

I am writing to formally request the release of collateral associated with my account.

Details of the collateral are as follows:

- Account Number: [Account Number]
- Type of Collateral: [Type]
- Original Loan Date: [Date]

Due to [reason for requesting the release], I kindly request the necessary documentation to facilitate this release. I appreciate your assistance in this matter.

Thank you for your attention to this request. I look forward to your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]