

# Collateral Release Confirmation Notice

Date: [Insert Date]

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

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[Recipient Name]

[Recipient Title]

[Recipient Company Name]

[Recipient Company Address]

[City, State, Zip Code]

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Dear [Recipient Name],

We are writing to confirm the release of collateral held under the loan agreement dated [Insert Agreement Date]. The collateral being released is as follows:

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

This confirmation is effective as of [Effective Date], and hereby acknowledges that all obligations related to the collateral have been satisfied.

If you have any questions, please feel free to contact us at [Your Phone Number] or [Your Email].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]