

Collateral Release Instruction

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally request the release of collateral associated with loan number [Insert Loan Number]. This release is necessary due to [briefly explain reason for release, e.g., completion of loan obligations].

The collateral in question includes the following:

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

Please find enclosed the necessary documents supporting this request:

1. [Document 1]
2. [Document 2]
3. [Document 3]

I kindly ask that you process this release at your earliest convenience and confirm the release of collateral in writing. Should you require any further information or documentation, please do not hesitate to contact me.

Thank you for your attention to this matter.

Sincerely,

[Your Name]