

Letter of Request

Your Name
Your Address
City, State, Zip Code
Email Address
Phone Number
Date

Loan Officer's Name
Bank Name
Bank Address
City, State, Zip Code

Dear [Loan Officer's Name],

I hope this message finds you well. I am writing to formally request an alteration to the collateral associated with my loan account, [Loan Account Number]. Due to [brief explanation of reason, e.g., changes in my financial situation or availability of more suitable collateral], I believe that modifying the collateral would be beneficial for both parties.

Currently, my loan is secured by [description of current collateral]. I would like to propose changing the collateral to [description of new collateral], which I believe meets the necessary criteria and provides adequate security for the loan.

I am happy to provide any additional documentation or information you may require to facilitate this process. Please let me know a convenient time for us to discuss this matter further.

Thank you for considering my request. I look forward to your positive response.

Sincerely,
Your Name