

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

[Lender's Name]
[Lender's Company]
[Lender's Address]
[City, State, Zip Code]

Dear [Lender's Name],

I am writing to formally request the substitution of my loan security for the loan account number [Loan Account Number]. I have recently come across an asset that I believe would provide a more secure backing for the loan.

The asset I wish to substitute is [Description of the New Asset] and I believe it holds [Brief Reason for Increased Security]. I have attached relevant documentation to support this request.

I kindly ask for your consideration regarding this substitution and I am available to discuss this matter further at your earliest convenience. Thank you for your attention to this request.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]