

Letter of Substitute Collateral Requirements

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Company]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are writing to discuss the collateral requirements associated with your credit facilities under the current agreement dated [original agreement date]. Due to [reason for substitute collateral], we propose the following substitute collateral to meet our obligations:

- Asset 1: [Description of Asset 1]
- Asset 2: [Description of Asset 2]
- Asset 3: [Description of Asset 3]

We believe that this substitute collateral will adequately fulfill the requirements set forth in our agreement. Please review the proposed changes and let us know if you require further documentation or if there are additional conditions we should address.

We appreciate your attention to this matter and look forward to your prompt response.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]