

# Letter of Substitute Collateral Requirements

Date: [Insert Date]

[Recipient Name]

[Recipient Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

We are writing to address the substitute collateral requirements for the financial securities held under our current agreement, dated [Insert Agreement Date]. As per the terms outlined in our contract, we would like to propose the following adjustments to the collateral arrangements:

## Substitute Collateral Requirements

1. Current collateral to be substituted must meet or exceed the original valuation of [Specify Amount].
2. All substitute securities should be of investment-grade quality and acceptable to our compliance standards.
3. A detailed list of proposed substitute securities, including their current market valuations, must be submitted for review.
4. The substitution process must be completed no later than [Insert Deadline Date].

Please review the proposed requirements and confirm your agreement by [Insert Response Deadline]. If you have any questions or require further clarification, do not hesitate to contact us at [Your Contact Information].

Thank you for your attention to this matter. We look forward to your prompt response.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Your Contact Information]