

Substitute Collateral Requirement Letter

Date: [Insert Date]

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Lessee's Name]

[Lessee's Title]

[Lessee's Company Name]

[Lessee's Company Address]

[City, State, Zip Code]

Subject: Substitute Collateral Requirements for Lease Agreement

Dear [Lessee's Name],

This letter serves as a formal notification regarding the substitution of collateral in relation to our Lease Agreement dated [Insert Date of Original Agreement]. As part of our agreement, it has been determined that [details of the current collateral] will be replaced by [details of substitute collateral].

We kindly ask you to provide the necessary documentation pertaining to the substitute collateral by [Insert Deadline Date]. This includes, but is not limited to:

- Ownership proof
- Valuation report
- Insurance certificate

Once we receive the required documents and confirm their adequacy, we will proceed to formalize the substitution of collateral.

If you have any questions or need further clarification, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Title]

[Your Company Name]