

Substitute Collateral Requirements

Date: [Insert Date]

To:

[Lender's Name]

[Lender's Title]

[Lender's Institution]

[Lender's Address]

[City, State, Zip Code]

Dear [Lender's Name],

Subject: Substitute Collateral Requirements for Loan Agreement

We are writing to discuss the current collateral requirements under the loan agreement dated [Insert Loan Agreement Date], with loan number [Insert Loan Number]. Due to [Insert Reason for Substitution], we kindly request approval for substitute collateral as outlined below:

Proposed Substitute Collateral:

- [Description of Substitute Collateral 1]
- [Description of Substitute Collateral 2]
- [Description of Substitute Collateral 3]

We believe that the proposed substitute collateral will maintain or enhance the security of the loan. Attached you will find all necessary documentation to support our request, including:

- [Document 1]
- [Document 2]
- [Document 3]

We appreciate your consideration of this request. Please do not hesitate to contact us at [Your Phone Number] or [Your Email Address] should you require any additional information.

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

Sincerely,

[Your Name]

[Your Title]

[Your Institution]

[Your Address]

[City, State, Zip Code]