

Company Name

Company Address

City, State, Zip Code

Email Address

Phone Number

Date

Recipient Name

Recipient Title

Recipient Company

Recipient Address

City, State, Zip Code

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request additional collateral to secure our ongoing agreement concerning [briefly describe the agreement or loan, e.g., a loan, a line of credit].

Due to [reason for request, e.g., changes in market conditions, increased risk in our operations], we believe that an adjustment in our collateral is necessary to ensure the continued security of our arrangement.

We are prepared to provide [details of the proposed additional collateral] and believe this will adequately reflect the current value and risk associated with our agreement. Please let us know a convenient time for you to discuss this matter further or if you require any additional documentation.

Thank you for considering our request. We appreciate your attention to this matter and look forward to your response.

Sincerely,

[Your Name]

[Your Title]

[Your Company]