

Notification for Collateral Adjustment Request

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are writing to inform you of a request we have received regarding an adjustment to the collateral associated with your account (Account Number: [Account Number]).

The adjustment is necessitated by [briefly explain reason for adjustment, e.g., changes in the market condition, updated valuation]. We have assessed the current collateral requirements and recommend [briefly state proposed adjustment, e.g., increasing/decreasing the collateral].

We kindly ask you to review the proposed adjustment and provide your feedback by [Insert Deadline]. Should you agree with this proposal, please confirm by signing and returning the attached document.

If you have any questions or require further information, do not hesitate to contact us at [Your Contact Information].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Your Contact Information]