

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Title]

[Company Name]

[Company Address]

[City, State, ZIP Code]

Subject: Request for Enhanced Collateral Security

Dear [Recipient Name],

I hope this letter finds you well. I am writing to formally request an enhancement of the collateral security provided in connection with our current agreement/loan #[Loan Number]. Due to [brief explanation of circumstances necessitating the request, e.g., changes in market conditions, increased financial obligations], I believe it is prudent to adjust our collateral arrangements.

To ensure continued compliance with the terms of our agreement and to secure both parties' interests, I propose [specific proposals for enhanced collateral, e.g., additional assets, guarantees]. I believe these adjustments will adequately address current concerns and reinforce the security backing our obligations.

I appreciate your consideration of this request and am available at your earliest convenience to discuss this matter further. Thank you for your attention to this important issue.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Position, if applicable]