

Letter of Submission for Additional Collateral Assets

Date: [Insert Date]

[Your Name]
[Your Title]
[Your Company Name]
[Your Company Address]
[City, State, Zip Code]

[Recipient Name]
[Recipient Title]
[Recipient Company Name]
[Recipient Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

We are writing to formally submit additional collateral assets as discussed in our previous communications. In line with the requirements outlined in our agreement, we have included a detailed list of the additional collateral assets we propose to add to our current standing.

Details of Additional Collateral Assets:

- Asset 1: [Description and Value]
- Asset 2: [Description and Value]
- Asset 3: [Description and Value]

Attached to this letter, you will find all necessary documentation and valuations supporting our submission. We kindly ask you to review this information at your earliest convenience.

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

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

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Title]