

Collateral Release Request Letter

Date: [Insert Date]

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email]
[Your Phone Number]

[Lender's Name]
[Lender's Company]
[Lender's Address]
[City, State, Zip Code]

Dear [Lender's Name],

Subject: Request for Release of Collateral

I hope this message finds you well. I am writing to formally request the release of collateral associated with my account, [Account Number], which was settled as per our agreement on [Settlement Date].

As outlined during our negotiations, the debt has been settled in full, and I believe that all terms have been met in accordance with our agreement.

Therefore, I kindly ask that you initiate the release process for the collateral held against the above-mentioned account. Attached are copies of the relevant documents confirming the debt settlement.

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

Sincerely,

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