

Collateral Release Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Bank Name]

[Bank Address]

[City, State, Zip Code]

Dear [Bank Manager's Name],

I am writing to formally request the release of collateral associated with Bank Guarantee Number [Insert Bank Guarantee Number]. The collateral was provided on [Insert Date] for the purpose of [Insert Purpose].

As per our agreement, the conditions for the release of collateral have been met, including [list any conditions such as payment made, project completion, etc.]. I kindly ask you to process this request as soon as possible.

Thank you for your attention to this matter. Should you require any further information or documentation to expedite this process, please do not hesitate to contact me.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]