

Collateral Release Request

Date: [Insert Date]

[Lender's Name]

[Lender's Title]

[Lender's Company]

[Lender's Address]

[City, State, Zip Code]

Dear [Lender's Name],

I am writing to formally request the release of collateral associated with our business loan, [Loan Number or Reference], originally secured on [Insert Date of Loan]. The collateral currently held is [describe the collateral].

As of today, we have successfully met all the terms and conditions for the release of the collateral, and our outstanding balance is at [insert balance]. We kindly ask for your review and approval of this request at your earliest convenience.

Thank you for your attention to this matter. Please feel free to contact me at [Your Phone Number] or [Your Email Address] should you need any further information.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Company Address]

[City, State, Zip Code]