

Collateral Release Request Letter

Date: [Insert Date]

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

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

Dear [Lender's Name],

I am writing to formally request the release of collateral related to our construction financing agreement dated [Insert Date]. The property located at [Insert Property Address] has reached a significant stage of completion, and I would like to initiate the release of the collateral held by your institution.

As per our agreement and upon the completion of the specified milestones, we believe we have met all conditions required for the release. Included with this letter are the necessary supporting documents that outline the progress made and the current status of the project.

We appreciate your prompt attention to this matter and look forward to your positive response. If you require any additional information or documentation, please do not hesitate to contact me directly.

Thank you for your cooperation.

Sincerely,

[Your Name]
[Your Title]
[Your Company Name]