

# Collateral Release Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request the release of collateral related to the lease agreement dated [Insert Lease Date], referenced as [Insert Lease Agreement Reference Number].

As agreed upon in our previous discussions, I have fulfilled the necessary obligations under the lease, and I kindly ask that you initiate the process to release the collateral currently held against this agreement.

Please let me know if you require any further documentation or information to complete this request. I look forward to your prompt response.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title/Position, if applicable]