

# Collateral Release Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Lender's Name]

[Lender's Address]

[City, State, Zip Code]

Dear [Lender's Name],

I hope this letter finds you well. I am writing to formally request the release of collateral associated with my personal loan account, #[Account Number]. The collateral was submitted as part of the loan agreement dated [Loan Agreement Date].

As per our agreement, I have fulfilled all the necessary payment obligations, and I am requesting that you initiate the release of my collateral at your earliest convenience. The details of the collateral are as follows:

- Description of Collateral: [Description]
- Collateral ID/Number: [ID/Number]

Please let me know if you require any further information or documentation to process this request. I appreciate your prompt attention to this matter and look forward to your reply.

Thank you for your assistance.

Sincerely,

[Your Name]