

Collateral Release Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Title]

[Lending Institution Name]

[Lending Institution Address]

[City, State, Zip Code]

Dear [Recipient Name],

Subject: Request for Release of Collateral for Secured Credit Facility

I hope this letter finds you well. I am writing to formally request the release of collateral associated with my secured credit facility, account number [Insert Account Number].

As per our agreement dated [Insert Agreement Date], I have successfully fulfilled the terms related to my credit obligations. I believe that the conditions for the release of collateral have been met, and would like to proceed with the request.

Details of the collateral in question are as follows:

- Description of Collateral: [Insert Description]
- Value of Collateral: [Insert Value]

I kindly request you to process the release of the aforementioned collateral at your earliest convenience. Please let me know if you require any further documentation or information to expedite this process.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Title/Position]

[Your Company Name, if applicable]