

# UCC Filing Instructions

Date: [Insert Date]

To: [Financial Institution Name]

Address: [Financial Institution Address]

Attention: [Recipient's Name or Department]

Dear [Recipient's Name],

We are writing to provide you with instructions regarding the filing of a UCC (Uniform Commercial Code) Financing Statement for [Insert Debtor's Name], regarding the collateral described as follows: [Insert Description of Collateral].

## Filing Instructions:

1. Please complete the UCC Financing Statement form with the following details:
  - o Debtor Name: [Insert Debtor Name]
  - o Debtor Address: [Insert Debtor Address]
  - o Secured Party Name: [Insert Secured Party Name]
  - o Collateral Description: [Insert Collateral Description]
2. Ensure that all signatures are obtained, and the form is dated correctly.
3. File the UCC Financing Statement with the appropriate state filing office.
4. Upon completion, please send a copy of the filed statement to our office at [Insert Address or Email].

If you have any questions or require further assistance, please do not hesitate to contact us at [Insert Phone Number] or [Insert Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[Your Contact Information]