

Your Name
Your Address
City, State, Zip Code
Email Address
Phone Number
Date

Manager's Name
Bank's Name
Bank's Address
City, State, Zip Code

Dear [Manager's Name],

Subject: Request for Fixed Deposit Collateral Utilization

I am writing to formally request the utilization of my fixed deposit as collateral for [specific purpose, e.g., a loan application, a business transaction, etc.]. My fixed deposit account number is [FD Account Number], and it is currently held at [Bank's Name].

As per our previous discussions, I understand that this collateralization will enable me to [state benefits or reasons for the request]. I assure you that I am committed to adhering to all terms and conditions stipulated by the bank regarding this arrangement.

Please let me know the necessary steps to proceed with this request. I look forward to your prompt response.

Thank you for your attention to this matter.

Sincerely,
[Your Name]