

[Your Name/Company Name]
[Your Address]
[City, State, Zip Code]
[Phone Number]
[Date]

[Bank or Institution Name]
[Department Name]
[Address]
[City, State, Zip Code]

Subject: Authorization for Release of Collateral

To Whom It May Concern,

I am writing to formally request the release of the collateral held by your institution in relation to the following account/loan:

- **Account/Loan Number:** [Enter Number]
- **Description of Collateral:** [e.g., Property Address, Vehicle VIN, or Certificate of Deposit Number]
- **Reason for Release:** [e.g., Full repayment of loan / Substitution of collateral]

As the loan has been satisfied in full, I request that you execute the necessary documents to discharge your lien and return any original titles or deeds associated with this asset.

Please deliver the release documents and/or original titles to:

[Name of Recipient]
[Full Delivery Address]
[Phone Number]

If there are any fees associated with this release or if further documentation is required, please contact me immediately at [Your Phone Number] or [Your Email Address].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]

[Your Printed Name]
[Title, if applicable]