

Date: [Insert Date]

[Brokerage Firm Name]
[Department Name/Margin Department]
[Street Address]
[City, State, Zip Code]

Subject: Support Request and Action Plan for Margin Call - Account #[Insert Account Number]

To the Margin Department,

I am writing in response to the margin call notification received on [Date] regarding my brokerage account referenced above. I am aware of the current maintenance requirement and am taking immediate steps to resolve the deficit.

I am requesting your support and a brief extension to satisfy this requirement based on the following action plan:

- **Funds Transfer:** I have initiated a wire transfer/ACH deposit in the amount of \$[Amount] which is expected to clear by [Date].
- **Liquidation:** I have placed orders to sell [Number] shares of [Ticker Symbol] to generate the necessary equity.
- **Market Volatility:** I am actively monitoring the current market conditions affecting my positions and intend to bring the account back to a healthy maintenance level promptly.

I request that you please note these pending actions on my file to prevent any involuntary liquidation of my core positions while these transactions process. I am committed to maintaining the required equity levels moving forward.

Please contact me at [Phone Number] or [Email Address] if you require further documentation or wish to discuss this plan.

Thank you for your assistance.

Sincerely,

[Your Signature]
[Your Printed Name]