

[Date]

[Recipient Name]

[Recipient Title]

[Bank or Institution Name]

[Address]

[City, State, Zip Code]

RE: Assurance Letter Regarding Margin Call on Credit Facility [Account/Reference Number]

Dear [Contact Person Name],

We are writing in response to the margin call notice received on [Date] regarding the above-referenced credit facility. This letter serves as our formal assurance that [Company Name] is fully aware of the current collateral shortfall resulting from [Reason, e.g., market volatility/decline in asset value].

We hereby confirm our commitment to restore the required margin levels in accordance with the terms of our Credit Facility Agreement. To resolve this shortfall, we are initiating the following actions:

- [Option 1: Immediate cash deposit of Amount]
- [Option 2: Transfer of additional eligible securities]
- [Option 3: Partial repayment of the outstanding loan balance]

The necessary funds or assets are scheduled to be positioned in the account no later than [Date/Time]. We understand that failure to meet this requirement may result in the liquidation of collateral as per our agreement.

Please find attached the proof of [Wire Transfer/Asset Transfer] instructions. We remain committed to maintaining our partnership and will provide further updates as the transaction is finalized.

Should you require any additional information, please contact [Name] at [Phone Number] or [Email].

Sincerely,

[Signature]

[Printed Name]

[Title]

[Company Name]