Date: [Insert Date]

To: [Counterparty Name]
Address: [Counterparty Address]
Attention: [Collateral Management Department / Operations Contact]

Subject: NOTICE OF MARGIN CALL / COLLATERAL DEMAND

Dear Sir/Madam,

Pursuant to the terms of the [Title of Agreement, e.g., ISDA Master Agreement / Credit Support Annex] dated [Date of Agreement] between [Your Institution Name] and [Counterparty Name], we hereby notify you of a required collateral transfer to cover current counterparty credit risk exposure.

Based on our valuations as of the close of business on [Valuation Date], the margin requirement is calculated as follows:

- **Mark-to-Market Exposure:** [Currency/Amount]
- **Threshold Amount:** [Currency/Amount]
- **Minimum Transfer Amount:** [Currency/Amount]
- **Current Collateral Held:** [Currency/Amount]
- **Total Collateral Demand (Margin Call):** [Currency/Amount]

Please arrange for the transfer of eligible collateral in the amount of **[Total Amount Due]** to be received by our designated account no later than [Time/Deadline] on [Settlement Date].

Settlement Instructions:
[Insert Wire Instructions / Custody Account Details]

If you disagree with the valuation or the calculated amount, please notify our collateral team immediately at [Phone Number/Email] in accordance with the dispute resolution provisions of the Agreement.

Yours faithfully,

[Your Name/Signature]
[Your Title]
[Your Institution Name]