

[Sender Name/Organization Name]
[Sender Address]
[City, State, Zip Code]
[Date]

[Recipient Name/Department]
[Financial Institution Name]
[Recipient Address]
[City, State, Zip Code]

RE: Letter of Instruction for Adjustment of Collateralized Lending Rates

To [Name of Account Manager or Department],

This letter serves as a formal instruction regarding the interest rates applicable to the collateralized lending facility held under Account Number: [Account Number].

Effective as of [Effective Date], please apply the following rate structure to the outstanding balance and any future draws against the pledged collateral [Description of Collateral]:

- **Base Rate Index:** [e.g., SOFR, Prime Rate, LIBOR]
- **Margin/Spread:** [Insert Percentage]%
- **Total Applicable Rate:** [Insert Calculation or Fixed Rate]%
- **Floor/Ceiling Rates (if applicable):** [Insert Limits]

Please ensure that all billing statements and interest accrual calculations are updated to reflect these instructions. These rates shall remain in effect until [Expiry Date] or until further written notice is provided by an authorized signatory.

Kindly acknowledge receipt of these instructions and confirm the implementation of the specified rates by signing and returning a copy of this letter or via electronic confirmation.

Should you have any questions, please contact [Contact Name] at [Phone Number] or [Email Address].

Sincerely,

[Signature]

[Printed Name]
[Title/Position]