

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

[Lender or Warehouse Name]
[Contact Person Name]
[Address]
[City, State, Zip Code]

RE: Request for Substitution of Warehouse Receipt(s)

Dear [Contact Name],

We are writing to formally request the substitution of the following warehouse receipt(s) currently held under our agreement [Reference/Account Number].

Receipt(s) to be Released:

- Receipt Number: [Insert Number] - Description: [Insert Description/Quantity]
- Receipt Number: [Insert Number] - Description: [Insert Description/Quantity]

Receipt(s) to be Substituted (New Collateral):

- Receipt Number: [Insert Number] - Description: [Insert Description/Quantity]
- Receipt Number: [Insert Number] - Description: [Insert Description/Quantity]

We certify that the value of the replacement receipt(s) is equal to or greater than the value of the receipt(s) being released, maintaining the required collateral margins as per our existing agreement.

Please find the original replacement receipts attached/enclosed. Upon your verification and acceptance of the new collateral, please release the initial receipts to [Name of Authorized Person/Carrier].

Thank you for your prompt attention to this matter. Should you have any questions, please contact me at [Phone Number] or [Email Address].

Sincerely,

[Signature]
[Full Name]
[Title]