

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

[Recipient Name]
[Recipient Job Title]
[Recipient Company Name]
[Recipient Address]
[City, State, Zip Code]

Subject: Formal Request for Additional Collateral Pledge - Account No: [Account Number]

Dear [Recipient Name],

We are writing to you regarding the credit facility/loan agreement dated [Original Date of Agreement] associated with the account referenced above. Under the terms of our agreement, specifically Section [Insert Section Number], [Company/Bank Name] reserves the right to request additional security to maintain the required collateral-to-loan ratio.

Based on our most recent review conducted on [Date], it has been determined that the current value of the existing collateral has [decreased/fallen below the threshold] due to [State Reason, e.g., market fluctuations/depreciation]. Consequently, the current coverage is no longer sufficient to secure the outstanding balance of [Outstanding Amount].

To restore the required margin and ensure continued compliance with the terms of your financing, we formally request an additional collateral pledge with a minimum value of [Amount]. This pledge may be provided in the form of:

- Cash deposits;
- Marketable securities;
- Real estate equity; or
- Other assets subject to our appraisal and approval.

Please provide a formal proposal regarding the assets you intend to pledge by [Deadline Date]. Once we receive your proposal, our team will proceed with the necessary valuation and legal documentation to finalize the pledge.

We value our professional relationship and look forward to resolving this matter promptly. If you have any questions or wish to discuss alternative arrangements, please contact [Name/Department] at [Phone Number/Email].

Sincerely,

[Signature]

[Printed Name]
[Title/Position]