[DATE]

Contact Name

Address

Address2

City, State/Province

Zip/Postal Code

**RE: COLLATERAL DECISION, REQUEST FOR PREPARATION OF LOAN DOCUMENTS**

Dear [CONTACT NAME],

I want to thank you for the opportunity you are giving [COMPANY] to serve you. It was a pleasure having the opportunity to meet with you on [DAY] to discuss the proposed loan regarding the [DESCRIBE].

After examining all the options you suggested, I think that it would be best to collateralize this loan with   
[DESCRIBE FORM OF COLLATERAL]. I am confident it will result in a quick acceptance of your loan request.  
  
Therefore, I am instructing my assistant to put together all the necessary documents and to mail them to your attention today. I would appreciate if you would arrange to have the loan documents drawn as soon as possible.  
  
Again, I wish to thank you for your cooperation in this matter and am looking forward to the continuance of a long and mutually beneficial relationship between us.

Kind regards,

[YOUR NAME]

[YOUR TITLE]

[YOUR PHONE NUMBER]

[YOUREMAIL@YOURCOMPANY.COM]