

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

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

Dear [Recipient Name],

Subject: Equity Release Documentation

I hope this letter finds you well. I am writing to request the necessary documentation related to my equity release process for my property located at [Property Address].

Please find my details below:

- Full Name: [Your Full Name]
- Property Address: [Property Address]
- Reference Number: [Your Reference Number, if applicable]

I would appreciate it if you could provide me with the following documents:

1. [List of required documents, e.g., equity release agreement, terms and conditions, etc.]
2. [Additional documents, if any]

If there are any forms that I need to complete or additional information required from my side, please let me know at your earliest convenience.

Thank you for your assistance in this matter. I look forward to your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]