

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

[Recipient's Name]
[Recipient's Position]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Request for Equity Release

I hope this letter finds you well. I am writing to formally request the release of equity from my property located at [Property Address].

As per our previous discussions, I would like to proceed with [specific details about the type of equity release you are seeking, e.g., lifetime mortgage, home reversion plan, etc.].

Please find attached [any necessary documents, such as proof of identity, property valuation, etc.]. I believe this process will help me [briefly explain the reason for the equity release, e.g., fund home improvements, assist family members, etc.].

I would appreciate your guidance on the next steps and any further information you require from my end. Thank you for your assistance in this matter.

Looking forward to hearing from you soon.

Best regards,

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