

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

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

Subject: Hypothecation Notification

Dear [Recipient Name],

I hope this letter finds you well.

I am writing to formally notify you of the hypothecation of the asset(s) listed below, which is being established as security for the underlying obligation:

1. [Asset Description]
2. [Asset Description]
3. [Asset Description]

As required, please find the relevant documentation attached for your records. This hypothecation is in effect as of [Effective Date] and will remain in place until the obligation has been satisfied.

Should you have any questions or require further clarification, please do not hesitate to reach out.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]  
[Your Title/Position] (if applicable)  
[Your Company Name] (if applicable)