

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

Dear [Recipient Name],

Subject: Hypothecation of [Asset/Property/Loan Details]

I am writing to formally request the hypothecation of [describe the asset or property, e.g., "the assets held under account number XYZ," or "the property located at [address]"] in favor of [Creditor/Loan Institution's Name].

The hypothecation is for the purpose of securing [specify the obligation, e.g., "a loan for the amount of \$[amount]"] as outlined in the [loan agreement/document reference if applicable].

We confirm that the hypothecated asset is free from any other encumbrances and that we hold full ownership rights to the asset. This hypothecation shall remain in effect until all obligations related to the aforementioned loan are satisfied.

Should you require any further documentation or information regarding this matter, please do not hesitate to reach out to me directly.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Title]

[Your Company]