

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

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

Subject: Collateral Agreement Regarding ZG Stock

Dear [Recipient's Name],

I hope this letter finds you well.

This letter serves as a formal agreement concerning the collateralization of ZG stock. The terms of our agreement are as follows:

1. **\*\*Parties Involved:\*\***

- Lender: [Lender's Name]
- Borrower: [Borrower's Name]

2. **\*\*Collateral Description:\*\***

- ZG Stock: [Quantity and Specific Details]

3. **\*\*Purpose of Collateral:\*\***

- [Brief explanation of the purpose of the collateral]

4. **\*\*Terms and Conditions:\*\***

- [Specify any terms, such as loan duration, interest rates, and repayment schedule]

5. **\*\*Default Provisions:\*\***

- [Outline what happens in case of default]

6. **\*\*Governing Law:\*\***

- This agreement shall be governed by the laws of [State/Country].

Please acknowledge your acceptance of these terms by signing and returning this letter by [Return Date].

Thank you for your attention to this matter.

Sincerely,

[Your Signature]

[Your Printed Name]

Enclosures: [List any attached documents, if applicable]