April 20, 2010

Contact Name

Address

Address2

City, State/Province

Zip/Postal Code

**OBJECT: REQUEST CONFIRMATION THAT BANK HAS NO INTEREST IN SPECIFIC EQUIPMENT**

Dear [CONTACT NAME],

We are actually negotiating with one of your client, [NAME OF BANK CLIENT], to purchase [DESCRIBE PURCHASED ITEM]. While evaluating the financial assets of your client, we noted that [BANK] has registered security against certain assets of [NAME OF BANK CLIENT].

We are hereby asking you to kindly confirm to us in writing that [BANK] has released any an all interests in this equipment, so that we can complete the transaction within the next [DAYS/WEEKS/MONTHS].

Thank you in advance for your anticipated cooperation. Please feel free to call me if you have any questions.

Sincerely,

[YOUR NAME]

[YOUR TITLE]

[YOUR PHONE NUMBER]

[YOUREMAIL@YOURCOMPANY.COM]