<link to portal>

Hi <first name>,

I wanted to let you know that your Collateral Certificate <name of the certificate>

for your account <account name> with us will expire by <due date>.

**// If you have an online portal //**

Please update Collateral certificate at the earliest on our portal

**// If you do not have a portal //**

Please attach the document with this email. Thanks,

<Sender’s Name>

<Sender’s Position>