

[Current Date]

[Lending Institution Name]

[Subordination Department Address]

[City, State, Zip Code]

RE: Request for Subordination Verification

Borrower Name: [Borrower Full Name]

Loan Number: [Existing Loan Number]

Property Address: [Full Property Address]

To Whom It May Concern,

I am writing to formally request a subordination of your existing mortgage lien on the property referenced above. I am currently in the process of refinancing my primary mortgage with [New Lender Name].

To process this request, please provide the verification and requirements necessary to maintain your lien position as a second mortgage (junior lien) behind the new primary loan. Please include the following information:

- A formal Subordination Agreement.
- Current payoff balance and standing of the existing account.
- Applicable processing fees and payment instructions.
- A list of required documents (e.g., Appraisal, Commitment Letter, Preliminary Title Report).

The details of the new financing are as follows:

- **New Loan Amount:** \$[Amount]
- **New Interest Rate:** [Rate]%
- **New Lender Contact:** [Name and Phone Number]

Please forward the necessary documentation or instructions to [Email Address/Mailing Address]. If you have any questions, I can be reached at [Your Phone Number].

Thank you for your prompt attention to this matter.

Sincerely,

[Borrower Signature]

[Borrower Printed Name]