

[Current Date]

[Borrower Name]

[Borrower Address]

[City, State, Zip Code]

RE: Approval of Partial Release of Collateral - Loan Number: [Loan Number]

Dear [Borrower Name],

We are pleased to inform you that [Lender Name] has officially approved your request for a partial release of collateral regarding the property/asset located at: [Description/Address of Asset to be Released].

This approval is granted based on the understanding that the remaining collateral, specifically [Description of Retained Collateral], provides sufficient security for the outstanding balance of your loan. This release is subject to the following conditions:

- Payment of a processing fee in the amount of \$[Amount].
- Current appraisal or valuation of the remaining assets.
- [Additional Condition 1, if applicable].
- [Additional Condition 2, if applicable].

Enclosed with this letter is the "Partial Release of Mortgage/Lien" document. Please review, sign, and return the document to our office for final execution and recording. Once recorded, the specific portion of the property mentioned above will be legally discharged from our lien.

Please note that this release does not discharge you from your obligations under the original Note or any other loan documents. You remain responsible for all remaining principal, interest, and terms of the existing loan agreement.

If you have any questions, please contact your account officer at [Phone Number] or via email at [Email Address].

Sincerely,

[Authorized Signature]

[Name of Signatory]

[Title/Department]

[Lender Name]