

[Date]

[Lender Name]  
[Lender Address]  
[City, State, Zip Code]

[Borrower Name]  
[Borrower Address]  
[City, State, Zip Code]

**RE: Partial Release of Mortgage / Deed of Trust**

Loan Number: [Loan Number]  
Property Address: [Original Property Address]  
Release Portion: [Description/Address of Land to be Released]

Dear [Contact Person Name],

This letter serves as a formal request for a partial release of the lien held by [Lender Name] on the commercial property located at [Original Property Address].

Specifically, we are requesting the release of the following portion of the collateral:  
[Insert Legal Description or Plot Reference of the Specific Area to be Released].

The remaining property, described as [Description of Remaining Property], will continue to serve as security for the outstanding balance of the aforementioned loan.

Enclosed with this request, please find the following supporting documents:

- Appraisal of the remaining property value
- Survey/Plat map showing the division
- Proposed partial release fee of \$[Amount]
- [Additional Document Name]

Please review these materials and provide the necessary Partial Release of Lien document for recording. If there are any additional requirements or administrative fees, please notify us at your earliest convenience.

Sincerely,

[Authorized Signature]  
[Printed Name]  
[Title]  
[Phone Number]