

[Date]

[Borrower Name]

[Borrower Address]

[City, State, Zip Code]

Re: Loan Number: [Loan Number]

Property Address: [Collateral Property Address]

Dear [Borrower Name],

We have completed our review of your request for a partial release of the collateral securing the above-referenced loan. At this time, we regret to inform you that your request has been denied.

Our decision is based on the following reason(s):

- [Reason 1: e.g., Insufficient remaining equity in the property]
- [Reason 2: e.g., Recent appraisal value does not meet loan-to-value requirements]
- [Reason 3: e.g., Account delinquency or non-compliance with loan terms]

Because the proposed release would result in [Reason, e.g., an unacceptable increase in risk or a violation of our lending guidelines], we are unable to release our lien on the requested portion of the property at this time.

If you have any questions regarding this decision or if you would like to provide additional documentation for our consideration, please contact our Collateral Department at [Phone Number] or [Email Address].

Sincerely,

[Name of Representative]

[Title]

[Lending Institution Name]