

[Your Name/Company Name]

[Your Address]

[City, State, Zip Code]

[Phone Number]

[Date]

[Lender Name]

[Lender Address]

[City, State, Zip Code]

RE: Request for Partial Release of Mortgage

Loan Number: [Your Loan Number]

Property Address: [Full Address of Entire Property]

To Whom It May Concern,

I am writing to formally request a partial release of the mortgage currently held by [Lender Name] on the property located at [Full Address].

I am requesting the release of a specific portion of the secured property described as:
[Insert Legal Description or Plot Details of the portion to be released].

The remaining portion of the property, described as [Legal Description of remaining land], will continue to serve as collateral for the outstanding balance of the aforementioned loan.

Enclosed with this letter, please find the following supporting documents for your review:

- A professional appraisal of both the released and retained portions.
- A survey or plat map clearly marking the boundaries.
- A copy of the proposed Partial Release document.
- [Any other required documents, e.g., administrative fee].

Please advise on the next steps required to process this release and any additional fees that may be due. Thank you for your time and assistance regarding this matter.

Sincerely,

[Your Signature]

[Your Printed Name]