

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Phone Number]  
[Email Address]

[Date]

[Lender Name]  
[Lender Department, e.g., Loan Servicing]  
[Lender Address]  
[City, State, Zip Code]

**RE: Request for Partial Release of Mortgage**

**Loan Number:** [Your Loan Number]

**Property Address:** [Full Address of Currently Mortgaged Property]

Dear [Contact Person Name or Loan Officer],

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 intend to [sell/transfer/develop] a portion of the land associated with this mortgage. The specific portion to be released is described as follows: [Insert brief legal description or reference to attached survey]. The remaining property, which includes [describe remaining assets, e.g., the primary residence and remaining acreage], will continue to serve as collateral for the existing loan.

To support this request, I have attached the following documents:

- A certified survey map and legal description of the portion to be released.
- A recent appraisal of both the entire property and the remaining parcel.
- [Optional: A check for the required administrative processing fee].
- [Optional: A copy of the purchase agreement for the parcel being sold].

Please let me know the next steps in your review process and if any additional documentation or a formal application is required. I look forward to your positive response regarding this matter.

Sincerely,

[Your Signature]

[Your Printed Name]