

[Date]

[Lender Name]

[Lender Address]

[City, State, Zip Code]

RE: Partial Release of Mortgage/Lien

Loan Number: [Insert Loan Number]

Borrower: [Insert Borrower Name]

Subdivision Name: [Insert Subdivision Name]

To Whom It May Concern,

This letter serves as a formal request for a Partial Release of the mortgage/lien currently held by [Lender Name] on the property located at [Total Property Address/Legal Description].

The Borrower is requesting the release of the following specific lot(s) within the aforementioned subdivision:

- Lot Number: [Insert Lot Number]
- Phase: [Insert Phase Number]
- Legal Description: [Insert Legal Description of Specific Lot]

In consideration for this partial release, the following terms are met:

1. A principal reduction payment in the amount of \$[Amount] is enclosed/will be wired.
2. All real estate taxes associated with this lot are paid current.
3. The remaining collateral is sufficient to secure the balance of the loan.

Please find the attached Partial Release of Lien document for your execution. Once signed and notarized, please return the document to:

[Name/Title]

[Return Address]

[Phone Number]

If you require any additional documentation or have questions regarding this request, please contact me directly.

Sincerely,

[Signature]

[Printed Name]

[Title/Company Name]