

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

[Date]

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

**RE: Partial Release of Collateral - Loan Number: [Loan Number]**

To [Borrower Name/Representative],

This letter serves as formal notification that [Lender Name] has approved the partial release of specific real property from the cross-collateralization agreement associated with the above-referenced loan.

**Released Property:**

Address: [Full Address of Property Being Released]  
Legal Description: [Insert Legal Description or Attach as Exhibit A]

**Remaining Collateral:**

The following properties remain subject to the security interest and cross-collateralization provisions of the loan agreement:

1. [Address of Remaining Property 1]
2. [Address of Remaining Property 2]

**Terms of Release:**

The release of the specified property is contingent upon the following conditions being met:  
- Payment of a principal reduction in the amount of \$[Amount].  
- Payment of a processing fee in the amount of \$[Amount].  
- [Additional Condition, e.g., Updated Appraisal or Title Endorsement].

Upon satisfaction of these conditions, [Lender Name] will execute and record a formal "Substitution of Trustee and Full Reconveyance" or "Release of Mortgage" for the specific property address listed above. This action does not terminate the underlying Promissory Note or the lien against the remaining properties.

Please contact the undersigned at [Phone Number] or [Email Address] if you have any questions regarding this release.

Sincerely,

[Signature]  
[Name of Authorized Officer]

[Title]

[Lender Name]