

[Date]

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

RE: Mortgage Subordination and Guarantor Release Request

Loan Account Number: [Account Number]
Property Address: [Full Property Address]

To Whom It May Concern,

This letter serves as a formal request regarding the existing mortgage held by [Lender Name] on the property referenced above. The Borrower, [Borrower Name], is currently seeking to refinance or restructure its debt obligations with [New Senior Lender Name].

Specifically, we are requesting the following:

1. Mortgage Subordination:

We request that [Lender Name] subordinate its current lien position to the new primary mortgage in the amount of \$[Amount] to be issued by [New Senior Lender Name]. This subordination is necessary to facilitate the refinancing process which will [State reason, e.g., lower interest rates / improve cash flow].

2. Release of Guarantor:

We also request the formal release of [Guarantor Name] from any and all personal guarantee obligations associated with the original loan agreement. This request is based on [State reason, e.g., the fulfillment of specific financial benchmarks / the substitution of a new guarantor / the current Loan-to-Value ratio].

Attached to this request, you will find the following supporting documentation:

- A copy of the Commitment Letter from the new Senior Lender.
- Current appraisal of the property.
- Financial statements of the Borrower.
- Draft Subordination Agreement.

We kindly ask for your review of this request by [Date]. Please contact [Name] at [Phone Number] or [Email Address] if you require further information or specific forms to process this application.

Thank you for your time and continued cooperation.

Sincerely,

[Signature]
[Printed Name]
[Title/Capacity]