

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

[Date]

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

RE: Conditional Approval for Partial Release of Mortgage

Loan Number: [Insert Loan Number]

Property Address: [Insert Full Property Address]

Dear [Borrower Name],

We have reviewed your request for a partial release of the mortgage security regarding the property located at [Description of portion to be released]. We are pleased to inform you that your request has been conditionally approved, subject to the fulfillment of the requirements listed below.

This approval is contingent upon the following conditions being met within [Number] days of the date of this letter:

- **Principal Reduction:** A curtailment payment in the amount of \$[Amount] to be applied to the outstanding principal balance.
- **Appraisal:** Receipt of an updated professional appraisal of the remaining property showing a Loan-to-Value (LTV) ratio of no more than [Percentage]%.
- **Administrative Fee:** Payment of a processing fee in the amount of \$[Amount].
- **Survey/Legal Description:** Provision of a certified survey and a new legal description for both the portion being released and the portion being retained.
- **Tax and Insurance:** Proof that all property taxes are current and that insurance coverage is adjusted to reflect the change in property size.
- **Title Endorsement:** An endorsement to the existing Title Insurance policy ensuring the lien remains valid on the remaining collateral.

Please note that this letter does not constitute a final release. The formal "Partial Release of Mortgage" document will only be executed and recorded once all aforementioned conditions have been verified by our legal department.

If these conditions are not met by [Expiration Date], this conditional approval will expire, and a new application may be required.

Should you have any questions, please contact our Loan Servicing Department at [Phone Number] or via email at [Email Address].

Sincerely,

[Signature]

[Name of Officer]

[Title]

[Lending Institution Name]