

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

[Date]

[Lender Name]
[Lender Department, e.g., Loss Mitigation/Payoff Dept]
[Lender Address]
[City, State, Zip Code]

RE: Request for Partial Release of Mortgage and Principal Reduction

Loan Number: [Your Loan Number]

Property Address: [Full Legal Address of Property]

To Whom It May Concern,

I am writing to formally request a partial release of the mortgage lien currently held on the above-referenced property. This request is being made in conjunction with a principal reduction payment.

I am proposing to pay a lump sum of \$[Amount] toward the principal balance of the mortgage. In exchange for this payment, I am requesting that [Lender Name] release its interest in a specific portion of the property, described as follows: [Insert Legal Description or Parcel Number of the portion to be released].

Enclosed with this letter, please find the following documents to support this request:

- A recent appraisal or valuation of the remaining property.
- A survey or plot map detailing the portion to be released.
- [Optional: A check for the processing fee, if known].

Please provide me with the necessary requirements, forms, or specific instructions needed to complete this process. Once the partial release is approved, please send the executed Partial Release of Mortgage document to my attention or directly to the [County/City] Recorder's Office.

Thank you for your time and assistance regarding this matter. I look forward to your prompt response.

Sincerely,

[Signature]

[Your Printed Name]