

[Your Name/Company Name]
[Address Line 1]
[Address Line 2]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Date]

[Lender Name]
[Lender Department, e.g., Mortgage Servicing]
[Lender Address Line 1]
[City, State, Zip Code]

RE: Request for Partial Release of Mortgage

Loan Number: [Your Loan Number]
Property Address: [Full Address of Current Mortgaged Property]

To Whom It May Concern,

I am writing to formally request a partial release of the mortgage currently held by [Lender Name] on the property referenced above. I am seeking to release a specific portion of the land while maintaining the mortgage lien on the remaining balance of the property.

The details of the portion to be released are as follows:

- **Description of Land to be Released:** [e.g., The northern 0.5 acres as described in the attached survey]
- **Reason for Release:** [e.g., Sale of parcel, boundary adjustment, or development]
- **Estimated Value of Remaining Property:** \$[Amount]

I have enclosed the following documents to assist in your review:

- A professional survey and legal description of the portion to be released.
- A legal description of the parcel remaining under the mortgage.
- A recent appraisal or valuation of the property (if required).
- [Optional: A check for the required processing fee].

Please let me know the next steps in your approval process, including any additional fees or documentation required. Once approved, please provide the Partial Release of Mortgage document for recording purposes.

Thank you for your time and assistance regarding this matter.

Sincerely,

[Your Signature]

[Your Printed Name]