

[Current Date]

[Lender Name]

[Lender Address]

[City, State, Zip Code]

RE: Partial Release of Mortgage

Loan Number: [Insert Loan Number]

Mortgagor(s): [Insert Borrower Names]

Property Address: [Insert Full Address of Entire 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 located at the address mentioned above.

This request is made in connection with the sale or transfer of a specific portion of the secured property. The portion to be released is legally described as follows:

[Insert Legal Description of the Portion to be Released]

The remaining portion of the property, which will continue to serve as security for the mortgage, is described as follows:

[Insert Legal Description of the Remaining Property]

Enclosed with this request, please find the following supporting documents:

- A certified survey or plat map indicating the boundaries of the area to be released.
- An appraisal of the remaining property (if required).
- A check for the processing fee of \$[Amount].
- The proposed Partial Release of Mortgage document for your execution.

Please review these documents and provide the executed Partial Release of Mortgage once approved. If there are any additional requirements or if a reduction in the principal balance is necessary to facilitate this release, please notify me at your earliest convenience.

Thank you for your assistance in this matter.

Sincerely,

[Your Signature]

[Your Printed Name]
[Your Phone Number]
[Your Email Address]