

[Current Date]

[Lender Name]

[Lender Address]

[City, State, Zip Code]

**RE: Request for Partial Release of Mortgage**

**Loan Number:** [Your Loan Number]

**Property Address:** [Original Property Address]

To Whom It May Concern,

I am writing to formally request a partial release of mortgage for a portion of the property secured under the above-referenced loan account. The original property has been legally subdivided into [Number] separate lots.

I am requesting that [Lender Name] release its lien specifically for the following subdivided parcel(s):

**Legal Description of Lot(s) to be Released:**

[Insert Legal Description, Lot Number, and Parcel ID for the specific lot being sold/released]

**Legal Description of Remaining Property (Collateral):**

[Insert Legal Description of the portion that will remain under the mortgage]

In support of this request, I have enclosed the following documents:

1. A copy of the approved and recorded subdivision plat.
2. A recent appraisal of both the released lot and the remaining collateral.
3. The proposed Partial Release of Mortgage document for your execution.

In consideration of this release, [Select one: I will be making a principal reduction payment of \$\_\_\_\_\_ OR the remaining property value provides sufficient equity to maintain the required loan-to-value ratio].

Please notify me of any administrative fees required to process this request or if additional documentation is needed. Once approved, please return the executed release document to [Name/Address].

Thank you for your assistance in this matter.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Phone Number]

[Your Email Address]