

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

**Date:** [Date]

**RE: Release of Liability for Loan Number: [Loan Number]**

To Whom It May Concern,

This letter serves as a formal request for a Release of Liability regarding the commercial mortgage loan for the property located at:

**Property Address:** [Full Property Address]

The undersigned, [Your Name/Company Name], currently holds the position of [Borrower/Guarantor] for the aforementioned loan. Due to [Reason for Release: e.g., Sale of Property, Refinancing, or Assumption of Loan by New Entity], I am requesting to be fully released from all future financial obligations and legal liabilities associated with this mortgage.

Please find the following information to facilitate this process:

- **Current Borrower:** [Full Name]
- **Proposed Successor (if applicable):** [Name of Entity/Individual assuming the loan]
- **Anticipated Closing Date:** [Date]

I request that you provide a formal "Release of Liability" document or a "Satisfaction of Mortgage" upon the completion of the necessary requirements and/or the transfer of title. Please advise if there are specific forms, administrative fees, or additional documentation required to finalize this release.

Thank you for your prompt attention to this matter. I look forward to receiving confirmation of the release.

Sincerely,

[Signature]  
[Printed Name]  
[Title/Company Name]  
[Phone Number]  
[Email Address]