

[Date]

[Lender Name]

[Lender Address]

[City, State, Zip Code]

**RE: Partial Release of Mortgage Lien**

Loan Number: [Insert Loan Number]

Property Address: [Insert Full Property Address]

To Whom It May Concern,

I am writing to formally request a partial release of the mortgage lien currently held by [Lender Name] on the property located at the address mentioned above.

The purpose of this request is to release a specific portion of the property described as follows:

**[Insert Legal Description or Precise Definition of the Portion to be Released]**

Enclosed with this letter, please find the following supporting documentation for your review:

- A copy of the original Deed of Trust/Mortgage.
- A formal survey or plat map highlighting the portion to be released.
- A professional appraisal of the remaining property (if required).
- The proposed Partial Release of Mortgage document.
- **[Optional: Description of any consideration or payment offered for the release].**

The remaining portion of the property provides sufficient collateral value to secure the outstanding balance of the loan. I request that you review these materials and provide instructions regarding any administrative fees or additional requirements necessary to finalize this release.

Thank you for your prompt attention to this matter. I look forward to your response.

Sincerely,

**[Borrower Signature]**

**[Borrower Printed Name]**

**[Phone Number]**

**[Email Address]**