

[Date]

[Lender Name]

[Lender Address]

[City, State, Zip Code]

RE: Release of Personal Guarantee - Mortgage Loan Account [Account Number]

Dear [Contact Name or Department],

I am writing to formally request a release from my personal guarantee regarding the mortgage loan held by [Company Name] for the property located at [Property Address].

I currently serve as the [Your Job Title] of [Company Name]. As the mortgage has been maintained in good standing and [mention reason for release, e.g., the company has reached specific financial milestones / I am resigning from my position], I request that my personal liability be extinguished.

Please find attached the following supporting documentation:

- [Document 1: e.g., Certified Financial Statements]
- [Document 2: e.g., Proof of Property Valuation]
- [Document 3: e.g., Board Resolution]

I look forward to receiving written confirmation that the guarantee has been released and that I am no longer personally liable for the obligations of this mortgage. Please provide the necessary Discharge of Guarantee forms for my signature.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title]

[Your Phone Number]

[Your Email Address]