

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Phone Number]  
[Email Address]

[Date]

[Bank Name]  
[Mortgage Department]  
[Bank Address]  
[City, State, Zip Code]

**RE: Request for Release of Personal/Corporate Guarantee**

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

**Property Address:** [Property Address]

To Whom It May Concern,

I am writing to formally request the discharge and release of the personal/corporate guarantee associated with the above-referenced loan account.

As part of a refinancing process with [New Lender Name], the existing debt held by your institution is scheduled to be paid in full. Upon the successful receipt of the payout figure and the closing of this account, I request that all associated guarantees be formally extinguished and that any registered security interests be removed.

Please provide a formal confirmation or a "Release of Guarantee" document once the final payment has been processed. If there are specific forms or additional requirements needed to facilitate this discharge, please notify me at your earliest convenience.

I have authorized [Law Firm or Refinancing Bank Name] to act on my behalf regarding the settlement and discharge of this mortgage.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]

[Your Printed Name]