

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

[Date]

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

RE: Request for Partial Release of Collateral - Loan Account No: [Loan Number]

Dear [Contact Person or Loan Officer Name],

I am writing to formally request a partial release of collateral for the property located at [Address of Property to be Released] which is currently cross-collateralized under the above-referenced loan account.

The reason for this request is [State Reason, e.g., sale of the property, refinancing, or debt reduction].

To support this application, I have included the following information regarding the remaining collateral and the current loan status:

- Current Balance of Loan: \$[Amount]
- Estimated Value of Property to be Released: \$[Amount]
- Description of Remaining Collateral: [Address/Description of Property staying in the pool]
- Estimated Value of Remaining Collateral: \$[Amount]
- Proposed Loan-to-Value (LTV) Ratio following release: [Percentage]%

I understand that this release may be subject to an updated appraisal and a principal reduction payment. Please advise on the required processing fees and any additional documentation needed to move forward with the internal review.

Thank you for your assistance with this matter. I look forward to your response.

Sincerely,

[Signature]

[Typed Name of Borrower]