

[Your Name/Company Name]

[Your Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[Date]

[Bank Name]

[Loan Officer Name/Department]

[Bank Address]

[City, State, Zip Code]

RE: Formal Request for Partial Release of Cross-Collateralization

Loan Account Number(s): [List all applicable loan numbers]

Subject Property to be Released: [Insert Property Address/Legal Description]

Remaining Collateral Property: [Insert Property Address/Legal Description]

Dear [Loan Officer Name or Department],

I am writing to formally request a partial release of the cross-collateralization agreement currently linking the properties mentioned above. Specifically, I am requesting that [Bank Name] release its lien and security interest in the property located at [Address of property to be released].

The purpose of this request is to allow for the [sale / refinancing / transfer] of the subject property. To support this request, please find the following information regarding the remaining collateral and loan status:

- **Current Loan Balance:** \$[Insert Amount]
- **Estimated Value of Remaining Collateral:** \$[Insert Amount]
- **Current Loan-to-Value (LTV) Ratio:** [Insert Percentage]%
- **Proposed Paydown Amount (if applicable):** \$[Insert Amount from sale proceeds to be applied to debt]

I believe that the remaining collateral provides sufficient security for the outstanding debt, maintaining a Loan-to-Value ratio that meets [Bank Name]'s internal requirements. My payment history remains in good standing, and I am prepared to provide an updated appraisal or any further documentation required to facilitate this review.

Please let me know the specific steps required to process this partial release and any associated administrative fees. I look forward to your prompt response regarding this matter.

Sincerely,

[Signature]
[Printed Name]