

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

[Date]

[Mortgage Servicer Name]  
[Attn: Partial Release Department / Loss Drafting]  
[Servicer Address]  
[City, State, Zip Code]

**RE: Request for Partial Release of Collateral**

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

**Property Address:** [Full Property Address]

Dear Sir or Madam,

I am writing to formally request a partial release of collateral for the property secured by the above-referenced loan. I am seeking to release a portion of the land currently securing the mortgage for the following reason: [Insert reason, e.g., sale of a specific lot, eminent domain, or boundary adjustment].

To assist in your review, I have enclosed the following documents:

- A legal description of the portion to be released.
- A survey or plat map highlighting the specific area.
- A formal appraisal of the property (both "as-is" and "subject to" the release).
- A copy of the proposed purchase contract (if applicable).
- An application fee in the amount of \$[Amount] (if required).

Please provide me with the necessary application forms, a list of any additional required documentation, and the anticipated timeline for your decision. I understand that this request is subject to your underwriting guidelines and may require a reduction in the principal balance of the loan.

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

Sincerely,

[Signature]  
[Your Printed Name]