

[Your Name/Company Name]

[Your Address]

[City, State, Zip Code]

[Phone Number]

[Date]

[Lender/Financial Institution Name]

[Lender Address]

[City, State, Zip Code]

RE: Notice of Intent to Release Cross-Collateralized Mortgage

To the Loan Administration Department,

This letter serves as formal notice of my intent to request the release of the mortgage lien currently held against the property located at [Property Address to be Released], identified by Loan Number [Loan Number].

The aforementioned property is currently subject to a cross-collateralization agreement securing another obligation, specifically Loan Number [Other Loan Number] associated with the property located at [Other Property Address].

I am requesting this release based on the following (Select one):

- Full payoff of the specific loan balance associated with this property.
- Sufficient equity remaining in the primary collateral to satisfy the Loan-to-Value (LTV) requirements.
- A request for partial release as per the terms of the original Deed of Trust/Mortgage agreement.

Please provide a written statement detailing the specific requirements, fees, or documentation needed to finalize the release of the lien on the specified property. If an appraisal or updated valuation is required to verify the remaining collateral value, please advise on the preferred vendor.

I look forward to your prompt response regarding the next steps in this process. Thank you for your assistance.

Sincerely,

[Your Signature]

[Your Printed Name]