

[Date]

[Lender Name]

[Lender Address]

[City, State, Zip Code]

Attn: Payoff/Release Department

RE: Instruction for Partial Release of Cross-Collateralized Property

To Whom It May Concern,

[Title Company Name] has been engaged to facilitate the closing of a transaction involving the following property:

Property Address: [Address of Property Being Sold/Refinanced]

Loan Number: [Loan Number]

Borrower Name: [Borrower Name]

Our records indicate that the above-referenced property is currently cross-collateralized with other assets/properties securing the same debt. We hereby request a **Partial Release of Lien** specifically for the property listed above.

Please provide the following information to our office:

- A formal Payoff Statement or Demand for the specific amount required to release this property from the cross-collateralization agreement.
- Any administrative fees associated with the preparation and recording of the Partial Release.
- Confirmation of any remaining properties that will continue to secure the residual balance of the loan.

Upon receipt of the required funds, we expect the Lender to execute and deliver a recordable Partial Release of Mortgage/Deed of Trust to our office within [Number] business days.

Please direct all documentation and wiring instructions to [Escrow Officer Name] at [Email Address] or via fax at [Fax Number].

Thank you for your prompt attention to this matter.

Sincerely,

[Authorized Signature]

[Printed Name]

[Title]

[Title Company Name]