

[Date]

[Lender Name]

[Lender Address]

[City, State, Zip Code]

Re: Subordination and Partial Release of Mortgage for Condominium Conversion

Property Address: [Full Property Address]

Current Loan Number: [Loan Number]

Recording Information: [Book/Page or Instrument Number of Original Mortgage]

Dear [Contact Person or Department],

The undersigned is the owner of the property referenced above. I am currently in the process of converting the existing multi-unit building into individual condominium units in accordance with the laws of [State].

To facilitate this conversion, I am formally requesting that [Lender Name]:

1. **Subordinate** the existing mortgage to the Master Deed/Declaration of Condominium and related Bylaws to be recorded against the property.
2. **Partially Release** specific individual units from the original blanket mortgage lien upon the sale of such units to third-party purchasers, subject to the agreed-upon payoff requirements.

Enclosed for your review are the following documents:

- Draft Master Deed and Condominium Plat/Plan.
- Proposed Schedule of Unit Values and Release Prices.
- Current Appraisal (if applicable).
- Title Commitment.

Please provide your standard Subordination and Partial Release Agreement or notify me of the specific requirements and fees necessary to process this request. We intend to record the condominium documents on or before [Target Date].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Phone Number]

[Your Email Address]