

[Date]

[Lender/Lienholder Name]

[Lender Address]

[City, State, Zip Code]

RE: SUBORDINATION AND PARTIAL RELEASE OF LIEN

Property Owner: [Owner Name]

Property Address: [Address]

Parcel ID/Tax ID: [Parcel Number]

Eminent Domain Project: [Project Name/Number]

To Whom It May Concern:

[Condemning Authority Name] is in the process of acquiring a portion of the property described above for public use. Our records indicate that you hold a mortgage or lien on said property, recorded in **[Book/Page or Instrument Number]** of the official records of **[County Name]**.

To facilitate this public project, we request that you execute the enclosed Subordination and Partial Release Agreement. By signing this document, you agree to:

- Release your lien interest only as to the specific portion of the property being acquired (the "Take Area").
- Subordinate your interest in the Take Area to the rights of the [Condemning Authority Name].
- Maintain your lien priority and interest on the remainder of the property not acquired by this action.

In consideration for this partial release, the total compensation offered for this acquisition is **[\$Amount]**. These funds will be distributed as follows: **[Detail distribution, e.g., "Paid directly to Lender to reduce principal" OR "Paid to Owner upon Lender consent"]**.

Please review the attached legal description of the acquired area and the partial release document. Once executed and notarized, please return the original to:

[Name of Contact Person]

[Agency/Law Firm Name]

[Mailing Address]

[City, State, Zip Code]

If you have any questions regarding this request or the legal description, please contact **[Name]** at **[Phone Number]** or **[Email Address]**.

Sincerely,

[Your Name/Signature]

[Title]

[Agency Name]

Enclosures:

1. Legal Description of Acquired Area
2. Subordination and Partial Release Agreement Document
3. Map/Plat of Acquisition