

[Lender Name]
[Lender Address]
[City, State, Zip Code]

Date: [Current Date]

RE: Partial Release of Mortgage and Subordination of Lien
Borrower: [Borrower Name]
Loan Number: [Loan Number]
Property Address: [Original Property Address]

To Whom It May Concern,

I am writing to formally request a partial release of mortgage and subordination of lien regarding the property referenced above. I am currently in the process of subdividing the original parcel into [Number of Lots] separate lots, as approved by [Local Planning/Zoning Authority].

Specifically, I request that [Lender Name]:

1. Execute a Partial Release of Mortgage for the portion of the land identified as [Lot Number/Description of Released Portion] to facilitate the sale or separate development of said lot.
2. Subordinate the existing lien to the new plat/subdivision map to be recorded with [County Name] Records, ensuring the legal descriptions of the remaining collateral are updated accordingly.

Enclosed are the following documents for your review:

- Proposed Subdivision Plat/Map
- Legal descriptions for the new lots
- Appraisal report showing the remaining value of the primary collateral
- [Any additional required documents, e.g., Title Commitment]

Please advise on the required administrative fees and the specific forms your institution requires to finalize this process. I look forward to your approval of this request.

Sincerely,

[Borrower Signature]
[Borrower Printed Name]
[Phone Number]
[Email Address]