

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

[Date]

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

RE: Request for Partial Release of Collateral - Loan Account #[Loan Number]

Dear [Contact Person Name or Loan Officer],

I am writing to formally request a partial release of collateral currently held as security for the above-referenced loan.

Description of Collateral to be Released:

[Provide specific details, e.g., Legal description of real estate, Vehicle VIN, Serial numbers, or Asset identifiers]

Description of Remaining Collateral:

[Provide details of the assets that will continue to secure the loan]

Reason for Request:

[Briefly explain why the release is needed, e.g., sale of a specific asset, refinancing of a portion of the property, or significant reduction in principal balance]

I believe that the remaining collateral provides sufficient security for the outstanding loan balance, as the current Loan-to-Value (LTV) ratio remains within your required guidelines. [Optional: Mention attached appraisal or valuation documents].

Please let me know the next steps required to process this partial release and any associated administrative fees. I have enclosed [List any enclosed documents, such as property surveys or updated valuations] to assist with your review.

Thank you for your time and assistance regarding this matter.

Sincerely,

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