

Date: [Insert Date]

Grantor/Property Owner: [Insert Name]

Address: [Insert Address]

Grantee/Easement Holder: [Insert Name/Company]

Address: [Insert Address]

RE: Partial Release of Easement - [Insert Property Address or Parcel Number]

Dear [Insert Name of Contact Person],

This letter serves as a formal request for a partial release of the easement currently held by [Grantee Name] on the property located at [Insert Address], as recorded in [Insert Book/Page/Document Number] of the [Insert County Name] County records.

Specifically, we are requesting a release of the following portion of the easement area:

[Insert brief description of the specific area to be released, e.g., "The northern 10 feet of the existing utility easement."]

The remaining portion of the easement shall continue to remain in full force and effect as originally recorded. Attached to this letter, please find the following supporting documents:

- A legal description of the specific portion to be released.
- A survey map or plat highlighting the release area.
- A draft of the Partial Release of Easement document for your review.

Please review these documents and notify us of any further requirements or fees necessary to finalize and record this partial release. We look forward to your prompt response.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Phone Number]

[Your Email Address]