

[Your Name/Company Name]  
[Address Line 1]  
[Address Line 2]  
[City, State, Zip Code]  
[Phone Number]  
[Date]

[Lender Name]  
[Lender Department, if applicable]  
[Lender Address Line 1]  
[Lender Address Line 2]  
[City, State, Zip Code]

**RE: Request for Partial Release of Mortgage Lien**

**Loan Number:** [Your Loan Number]

**Property Address:** [Full Address of Entire Property]

To Whom It May Concern,

I am writing to formally request a partial release of the mortgage lien currently held by [Lender Name] on the property located at [Full Address].

I am requesting the release of the following portion of the property:  
[Insert Legal Description or Specific Parcel Details of the portion to be released].

The remaining portion of the property, described as [Insert Legal Description of remaining land], will continue to serve as collateral for the remaining balance of the mortgage loan.

Enclosed with this letter, please find the following supporting documentation:

- A copy of the property survey/plat map highlighting the area to be released.
- A formal legal description of the portion to be released.
- A recent appraisal of the property (if required).
- [List any other required documents, such as a check for processing fees].

Please let me know the next steps in your review process and if any additional information or fees are required to complete this transaction. I look forward to your prompt response regarding this matter.

Sincerely,

[Your Signature]

[Your Printed Name]