

[Sender Name]  
[Sender Address]  
[City, State, Zip Code]  
[Date]

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

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

Loan Number: [Loan Number]  
Property Address: [Full Property Address]

Dear [Contact Person or Department Name],

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

Specifically, I am requesting that the following portion of the property be released from the mortgage lien:

[Insert Legal Description of the portion to be released, e.g., Lot number, acreage, or metes and bounds].

The remaining portion of the property, described as [Brief description of remaining land/structure], will continue to serve as security for the outstanding loan balance.

I have attached the following documents to support this request:

- A recent appraisal of the entire property.
- A professional survey or plat map showing the portion to be released.
- [Optional: A check for the required processing fee].
- [Optional: Proposed Partial Release of Mortgage document].

Please let me know if there are any additional requirements or forms needed to complete this process. I look forward to your prompt response regarding this matter.

Sincerely,

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