

[Your Name/Company Name]

[Your Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[Date]

[Lender Name]

[Lender Address]

[City, State, Zip Code]

RE: Request for Partial Release of Mortgage/Lien

Loan Account Number: [Account Number]

Original Property Address: [Full Original Address]

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 [Original Property Address].

The subject property has been subdivided into [Number] separate parcels as approved by [Local Planning/Zoning Department]. I am requesting that your institution release its interest in the following specific parcel(s) resulting from this subdivision:

- **Parcel ID/Lot Number:** [Specific Lot Number]
- **Legal Description:** [Insert Legal Description or Attach as Exhibit A]

Please note that the remaining parcel(s), identified as [Remaining Lot Numbers], will continue to serve as collateral for the existing loan. Enclosed with this letter, you will find the following supporting documents:

- A copy of the recorded subdivision plat/map.
- A recent appraisal of the subdivided parcels.
- The proposed Partial Release of Mortgage document for your execution.
- [Optional: A check for the administrative processing fee of \$XXX.XX].

Please let me know if any additional documentation is required to complete this process. Once approved, please return the executed release to my attention at the address listed above.

Thank you for your assistance in this matter.

Sincerely,

[Your Signature]

[Your Printed Name]