

[Date]

[Lender Name/Bank Name]

[Lender Address]

[City, State, Zip Code]

RE: Release of Guarantor Liability - Loan Account Number: [Account Number]

Dear [Contact Person or Department Name],

This letter serves as a formal request to release [Guarantor Name] from all obligations and liabilities as a guarantor for the mortgage/loan associated with the property located at:

[Property Address]

This request is made following the transfer of property ownership from [Current Owner Name] to [New Owner Name], effective as of [Date of Transfer].

As the property ownership has been legally transferred and the new owner has [assumed the existing loan / refinanced the property / fulfilled requirements], we request a written confirmation and a formal release document stating that [Guarantor Name] is no longer financially responsible for the aforementioned account.

Attached please find the following supporting documents:

- Copy of the recorded Deed of Transfer
- Proof of new financing (if applicable)
- [Additional Document Name]

Please process this release at your earliest convenience. Should you require any further information or documentation, please contact me at [Phone Number] or [Email Address].

Sincerely,

[Your Signature]

[Your Printed Name]

[Guarantor Signature]

[Guarantor Printed Name]