

Mortgage Subordination Request

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Building Association Name]

[Building Association Address]

[City, State, Zip Code]

Dear [Building Association Contact Name],

I am writing to formally request a mortgage subordination for my property located at [Property Address]. Due to [brief reason for request, e.g., refinancing, home improvement, etc.], I am seeking to subordinate my current mortgage to a new loan.

Attached are the necessary documents regarding my current mortgage and the new loan terms. I appreciate your consideration of this request and look forward to your prompt response.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]