

# Mortgage Subordination Request

Date: [Insert Date]

[New Lender's Name]

[New Lender's Address]

[City, State, Zip Code]

Dear [New Lender's Name],

I am writing to request a mortgage subordination for my existing loan with [Current Lender's Name]. The details of the existing mortgage are as follows:

- Property Address: [Insert Property Address]
- Current Loan Number: [Insert Loan Number]
- Current Balance: [Insert Balance]

As I am in the process of securing a new loan with your institution, it is essential to subordinate my existing mortgage to facilitate this transaction. I kindly ask for your assistance in this matter.

Enclosed are the necessary documents to support my request:

- Copy of the current mortgage statement
- Property appraisal
- Income verification documents

Thank you for your attention to this matter. Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you require any additional information.

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]