

Mortgage Subordination Letter

Date: [Insert Date]

[Lender's Name]

[Lender's Address]

[City, State, Zip Code]

Subject: Request for Mortgage Subordination

Dear [Lender's Name],

I am writing to formally request the subordination of my existing mortgage with loan number [Insert Loan Number] for the property located at [Property Address]. I am in the process of selling this property and have identified a buyer who is prepared to proceed with the purchase.

As part of the sale, the new buyer's financing will require a first position mortgage, and I am requesting that you agree to subordinate your existing mortgage to allow the new lender to take the first mortgage position.

I appreciate your consideration of this request and am willing to provide any additional information that may be required to facilitate this process. Please let me know how we can proceed and if there are any specific documents you need from me.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Contact Information]