

[Your Name]
[Your Address]
[City, State, Zip Code]
[Phone Number]
[Date]

[Lender Name]
[Lender Address]
[City, State, Zip Code]

RE: Home Equity Line of Credit (HELOC) Payoff Request

Account Number: [Your HELOC Account Number]
Property Address: [Collateral Property Address]

To Whom It May Concern,

I am writing to request a formal payoff statement for the above-referenced Home Equity Line of Credit. Please provide the total amount required to pay the balance in full, including any principal, accrued interest, and applicable fees.

Please calculate the payoff amount through the date of: [Insert Date].

Additionally, I request that once the payment is received:

- The line of credit be permanently closed.
- The mortgage/lien on the property located at [Property Address] be formally released and discharged.
- The appropriate satisfaction of mortgage documents be filed with the county recorder's office.

Please send the payoff statement via [Fax/Email/Mail] to:

[Name/Company]
[Fax Number or Email Address]

If there are any specific forms required to close this account, please include them with the statement. Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]

[Your Printed Name]