

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

[Date]

[Financial Institution Name]  
[Lending/Customer Service Department Address]  
[City, State, Zip Code]

**RE: Request to Close Home Equity Line of Credit (HELOC)**

**Account Number: [Your HELOC Account Number]**

To Whom It May Concern,

Please accept this formal written request to close my Home Equity Line of Credit (HELOC) account listed above, effective immediately. I am also requesting that you terminate the corresponding line of credit and release the lien on my property located at [Your Property Address].

I confirm that the current balance on this account is zero. If there are any outstanding interest charges or fees remaining, please notify me immediately so that I may remit payment and proceed with the closure.

Upon closure, please provide me with the following:

- A formal letter confirming the account is closed.
- A Satisfaction of Mortgage or Release of Lien document for filing with the county records office.

Please let me know if there are any further steps or specific forms required to complete this process. Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]  
[Your Printed Name]