

Date: [Insert Date]

To: [Lender Name]

Address: [Lender Address]

City, State, Zip: [City, State, Zip]

RE: Request for Payoff Statement and Account Closing Instructions

Account Holder(s): [Your Name(s)]

Account Number: [Your HELOC Account Number]

Property Address: [Address of the Mortgaged Property]

To Whom It May Concern,

I am writing to request an official payoff statement for the Home Equity Line of Credit (HELOC) account referenced above.

Please provide a payoff quote calculated through [Insert Date]. The statement should include:

- The total principal balance remaining.
- Accrued interest and daily interest rate (per diem).
- Any applicable fees (release fees, recording fees, or statement fees).
- Wiring instructions or a mailing address for the final payment.

Furthermore, I am requesting that once the final payment is received, the line of credit be **closed permanently** and the lien on the property be released. Please provide any specific forms required to authorize the formal closure of this account.

Please send the requested information via [Fax/Email/Mail] to:

[Name/Company Name]

[Fax Number or Email Address]

[Mailing Address]

Thank you for your prompt attention to this matter. If you have any questions, please contact me at [Your Phone Number].

Sincerely,

[Your Signature]

[Your Printed Name]