

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

[Date]

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

**RE: HELOC Payoff Quotation**

Account Number: [Account Number]  
Property Address: [Property Address]

Dear [Borrower Name],

Pursuant to your request, provided below is the payoff quotation for your Home Equity Line of Credit (HELOC) as of the effective date listed.

**Payoff Figures:**

- Principal Balance: \$[Amount]
- Interest Due: \$[Amount]
- Statement Fees: \$[Amount]
- Recording/Release Fees: \$[Amount]
- Other Fees (if applicable): \$[Amount]
- **Total Payoff Amount: \$[Total Amount]**

**Payoff Terms:**

- Good Through Date: [Date]
- Daily Interest Per Diem: \$[Amount]

Please note that upon receipt of these funds, your credit line will be closed and the lien on the property will be released. This quote is subject to final audit. If any additional transactions (such as checks or transfers) are processed between now and the payoff date, the total amount due will change.

**Payment Instructions:**

Please send certified funds or wire transfers to the following:

Bank Name: [Bank Name]  
ABA/Routing Number: [Number]

Account Number: [Number]

Reference: [Borrower Name / Account Number]

Sincerely,

[Name of Representative]

[Title]

[Department Name]