

Date: [Current Date]

To:

[Lender Name]

[Payoff Department Address]

[City, State, Zip Code]

RE: REQUEST FOR PAYOFF STATEMENT

Borrower Name(s): [Borrower Name(s)]

Property Address: [Full Property Address]

Loan/Account Number: [HELOC Account Number]

To Whom It May Concern,

I am writing to request an official payoff statement for the Home Equity Line of Credit (HELOC) referenced above. Please provide the total amount required to pay this account in full, including all principal, interest, and any applicable fees.

Please provide the payoff figures based on the following anticipated payoff date: **[Date]**.

Instruction to Freeze/Close Account:

Upon receipt of this request, please suspend any further draws or advances on this line of credit. Furthermore, once the payoff funds have been received, I hereby instruct you to permanently close this account and release the lien on the property listed above.

Please deliver the payoff statement via the following method:

- Email: [Your Email Address]
- Fax: [Your Fax Number]

If there are any requirements or specific forms needed to process this request, please contact me immediately at [Your Phone Number].

Thank you for your prompt attention to this matter.

Sincerely,

[Borrower Signature]

[Co-Borrower Signature - if applicable]