

**DATE:** [Date]

**TO:**

[Third-Party Purchaser Name]

[Address]

[City, State, Zip Code]

**FROM:**

[Owner/Representative Name]

[Address]

[City, State, Zip Code]

**RE: REQUEST FOR REDEMPTION PAYOFF AMOUNT**

**Property Address:** [Full Property Address]

**Parcel ID / Tax ID:** [Identification Number]

**Certificate / Deed Number:** [Reference Number]

To Whom It May Concern,

I am writing to formally request a payoff statement for the redemption of the above-referenced property. As the legal owner or authorized representative, I intend to exercise my right of redemption to satisfy the lien/tax deed held by your entity.

Please provide a detailed itemization of the total amount required to release your interest in the property, including:

- The original purchase price at tax sale.
- Accrued interest to date.
- Statutory penalties (if applicable).
- Allowable costs and fees (legal, recording, or maintenance).
- The daily per diem interest rate.

Please specify the "valid through" date for this payoff amount and provide detailed instructions for the delivery of funds (e.g., wire transfer instructions or mailing address for certified funds).

We request this information be provided by [Date] to ensure timely processing. You may send the statement via email to [Email Address] or via mail to the address listed above.

Thank you for your prompt attention to this matter.

Sincerely,

[Signature]  
[Printed Name]  
[Phone Number]