

[Current Date]

[Lienholder Name]

[Lienholder Address]

[City, State, Zip Code]

RE: Payoff and Release of Lien

Account/Reference Number: [Account Number]

Property/Asset Description: [Legal Description or Vehicle VIN]

To Whom It May Concern,

This letter serves as a formal request for a payoff statement and the subsequent release of lien regarding the above-referenced asset.

Please provide a written payoff statement that includes the following information:

- The total outstanding balance required to satisfy the debt in full.
- A breakdown of principal, interest, and any applicable fees.
- The daily interest accrual rate (per diem).
- The expiration date of the payoff quote.
- Instructions for submitting payment (Wire transfer or Mailing address).

Upon receipt and processing of the full payoff amount, we request that you execute a formal **Release of Lien** and file it with the appropriate county recorder's office or motor vehicle department. Please provide a copy of the recorded release or the original title to the undersigned at the address listed below.

If you have any questions, please contact me at [Phone Number] or [Email Address].

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Mailing Address]

[Your City, State, Zip Code]