

Date: [Insert Date]

To: [Financial Institution Name]

Address: [Institution Address]

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

RE: Request for Final Payoff Quote - Joint Account

Account Number: [Insert Account Number]

Account Holders: [Name 1] and [Name 2]

To Whom It May Concern,

This letter serves as a formal request for an official payoff quote regarding the above-referenced joint account held at your institution. This request is being made in connection with a legal divorce settlement and the subsequent division of marital assets/liabilities.

Please provide a written statement including the following information:

- The total payoff amount required to satisfy the balance in full as of [Insert Date].
- The per diem interest rate (if applicable).
- Instructions for the final payment (wire transfer details or mailing address for checks).
- Any fees associated with closing the account.

Upon receipt of the final payment, we request that the account be officially closed and a letter of satisfaction be issued to both account holders at the addresses provided below.

If you require any further documentation, such as a copy of the court order or settlement agreement, please notify us immediately.

Thank you for your prompt attention to this matter.

Sincerely,

[Print Name 1]

[Current Address]

[Phone Number]

[Print Name 2]

[Current Address]

[Phone Number]