

Date: [Insert Date]

[Lending Institution Name]
[Payoff Department Address]
[City, State, Zip Code]

RE: Home Equity Line of Credit (HELOC) Payoff Request

Account Number: [Insert HELOC Account Number]

Property Address: [Insert Full Property Address]

To Whom It May Concern,

Please provide a formal payoff statement for the above-referenced Home Equity Line of Credit account. I am requesting the total amount required to pay the balance in full, including any accrued interest, fees, and discharge costs.

Please calculate the payoff amount as of: [Insert Target Date].

In addition to the payoff amount, please ensure the statement includes:

- A daily interest per diem rate.
- Instructions for delivery of funds (Wire or Check).
- Confirmation that the line of credit will be frozen and closed upon receipt of payment.
- Procedures for the release of the lien against the property.

Please send the payoff statement via [Fax/Email/Mail] to:

Recipient Name: [Insert Name]
Fax Number/Email: [Insert Information]

Thank you for your prompt attention to this request.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Phone Number]