

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Loan Provider's Name]
[Loan Provider's Address]
[City, State, Zip Code]

Subject: Request for Equity Loan Payoff Statement

Dear [Loan Provider's Name or Customer Service Department],
I am writing to request a payoff statement for my equity loan account referenced below:

- ****Account Number:**** [Your Account Number]
- ****Property Address:**** [Address of the Property]

Please provide me with the total amount required to fully pay off the loan, including any applicable fees or penalties. I am planning to settle this account by [planned payoff date].

Thank you for your prompt attention to this matter. I look forward to receiving the requested information at your earliest convenience.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]