

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient Name]  
[Recipient's Position]  
[Financial Institution Name]  
[Institution Address]  
[City, State, Zip Code]

Subject: Equity Loan Settlement Request

Dear [Recipient Name],

I hope this letter finds you well. I am writing to formally request the settlement of my equity loan associated with my property located at [Property Address]. The details of the loan are as follows:

- Loan Account Number: [Account Number]
- Loan Amount: [Original Loan Amount]
- Current Balance: [Current Balance]

I wish to settle this loan in full and would appreciate your prompt attention to this matter. Please provide me with the total payoff amount necessary for settlement, along with any related fees or charges that may apply. Additionally, I would like to request a written confirmation once the loan is settled.

Thank you for your assistance. I look forward to your swift response.

Sincerely,

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