

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

[Date]

[Lender Name/Organization Name]
[Recipient Department]
[Address]
[City, State, Zip Code]

RE: Equity Evaluation for Out-of-State Property
Property Address: [Full Address of Out-of-State Property]
Loan/Reference Number: [Reference Number, if applicable]

To Whom It May Concern,

I am writing to formally request an evaluation of the current equity held in my property located at the address mentioned above. As this property is situated out-of-state, I am providing the necessary details to assist in your assessment for [state purpose, e.g., refinancing, a home equity line of credit, or debt consolidation].

The following information pertains to the property's current financial status:

- Estimated Current Market Value: \$[Amount] (based on [Recent Appraisal/Market Analysis])
- Current Mortgage Balance: \$[Amount]
- Annual Property Taxes: \$[Amount]
- Property Type: [e.g., Single-family home, Rental, Vacation home]

I have attached supporting documentation, including the most recent mortgage statement and a local Broker Price Opinion (BPO), to facilitate your review. Please let me know if any additional inspections or out-of-state appraisals are required by your institution to complete this evaluation.

I look forward to hearing from you regarding the next steps in the evaluation process. Thank you for your time and assistance.

Sincerely,

[Your Signature]

[Your Printed Name]