

Robin R. Weiner, Esquire

Standing Chapter 13 Trustee

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CURRENT DATE

DEBTOR'S NAME AND ADDRESS

RE: CASE NO.: 00-00000-BKC-JUDGE

Dear DEBTOR'S NAME:

You recently made an inquiry to this office asking for the payoff amount of your bankruptcy case. Certain information is needed in order to calculate your payoff amount. Once the information is received, a written payoff or a list of additional required information will be provided to you in a timely manner.

The following is a list of some or all of the documentation needed in order to process your payoff request:

- A written description of the source of funds to pay off the bankruptcy.
- If the source of funds is a gift, a notarized affidavit of support from the individual providing the gift.
- An updated claims register from the Bankruptcy Court.
- A copy of your most recently filed tax return.

Before proceeding, it is strongly recommended you consult with your attorney to discuss paying off your case early. If you are not represented by counsel and you have additional questions or concerns, submit them in writing. Please include a phone number so that you may be contacted directly.

Very truly yours,

ROBIN R. WEINER, ESQUIRE
STANDING CHAPTER 13 TRUSTEE