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Email Request to: [billing@foxmetro.org](mailto:billing@foxmetro.org)

## **CLOSING LETTER REQUEST FORM**

**PROPERTY ADDRESS:** \_\_\_\_\_

**PARCEL #:** \_\_\_\_\_

**FINAL WATER METER READING:** \_\_\_\_\_

**EMAIL ADDRESS:** \_\_\_\_\_

**FAX NUMBER:** \_\_\_\_\_

**PHONE NUMBER** \_\_\_\_\_

**ATTENTION:** \_\_\_\_\_

Please fax this form to FOX METRO WRD at 630-892-9605 or email [billing@foxmetro.org](mailto:billing@foxmetro.org) to request any final pay off figures for **ALL REAL ESTATE CLOSINGS**. Please provide the information requested so we may give you an accurate and prompt response. We ask that you use this form in lieu of phone requests. If you have any questions, please contact our office at 630-301-6881.

Thank you  
FOX METRO, WRD  
Billing Department