

# Beneficiary Request for Escrow Funds Disbursement

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Escrow Agent's Name]

[Escrow Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Escrow Agent's Name],

I am writing to formally request the disbursement of escrow funds related to [insert details of the transaction, e.g., property address, transaction ID, etc.]. As a beneficiary of the escrow account, I believe that the conditions for disbursement have been met.

Details of the transaction are as follows:

- **Transaction ID:** [Insert Transaction ID]
- **Amount Requested:** [Insert Amount]
- **Date of Escrow Agreement:** [Insert Date]

Please find attached all necessary documentation supporting this request, including [mention any supporting documents, if applicable].

I kindly ask that you process this request at your earliest convenience. If you require any further information or actions from my side, please do not hesitate to contact me at [your phone number] or [your email address].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]