

Letter of Beneficiary Request for Final Escrow Account Settlement

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

[Escrow Agent's Name]
[Escrow Company Name]
[Company Address]
[City, State, Zip Code]

Subject: Request for Final Escrow Account Settlement

Dear [Escrow Agent's Name],

I hope this letter finds you well. I am writing to formally request the final settlement of the escrow account associated with [Property Address or Transaction Details], as I am the designated beneficiary of the account.

As per our agreement and after the completion of all necessary requirements, I request the disbursement of the remaining balance in the escrow account. Please find enclosed the required documents for your review.

Should you need any further information or documentation to process this request, do not hesitate to contact me at your earliest convenience.

Thank you for your prompt attention to this matter. I look forward to your swift response.

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