

# Beneficiary Withdrawal Request

Date: [Insert Date]

[Escrow Agent's Name]

[Escrow Company Name]

[Company Address]

[City, State, Zip Code]

Subject: Withdrawal Request from Escrow Balance

Dear [Escrow Agent's Name],

I hope this message finds you well. I am writing to formally request the withdrawal of my funds from the escrow account associated with [brief description of the transaction, including reference number if applicable].

As a beneficiary, I understand that the escrow amount currently available for disbursement is [insert amount]. I request that this sum be released to me in accordance with the agreed terms of the escrow agreement.

Please find attached any necessary documentation to support my request, including [list any documents, if applicable].

I would appreciate your prompt attention to this matter and look forward to your confirmation of the disbursement of funds.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Contact Information]