

Escrow Account Beneficiary Release Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Title]

[Bank/Institution Name]

[Institution Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally request the release of funds from my escrow account, established for the purpose of securing my mortgage approval, under account number [Insert Account Number]. As the beneficiary of this escrow account, I am entitled to the release of the funds held therein.

Details of the escrow agreement are as follows:

- Escrow Account Number: [Insert Account Number]
- Property Address: [Insert Property Address]
- Loan Number: [Insert Loan Number]

I have met all the conditions stipulated in the escrow agreement and request that the total amount of [Insert Amount] be released at your earliest convenience to facilitate the mortgage process. Documents supporting this request are attached for your reference.

Thank you for your prompt attention to this matter. Please feel free to reach out to me via phone or email for any further information required.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]