

Letter of Formal Request for Escrow Account Beneficiary Distribution

Date: [Insert Date]

[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 distribution of funds from the escrow account established under the agreement dated [Insert Date of Agreement]. As a beneficiary of the account, I would like to initiate the distribution process as outlined in the terms of our agreement.

Details of the escrow account are as follows:

- Escrow Account Number: [Insert Account Number]
- Beneficial Owner: [Your Name]
- Amount to be Distributed: [Insert Amount]

Please find attached any required documentation that supports my request for distribution. I would appreciate your prompt attention to this matter and a confirmation once the funds have been released.

Thank you for your cooperation.

Sincerely,

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