

Request for Release of Beneficiary Funds from Escrow Account

Date: [Insert Date]

[Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request the release of beneficiary funds from the escrow account associated with [insert details of the escrow agreement, e.g., agreement number or property address].

According to the terms outlined in the escrow agreement dated [insert date], the conditions for the release of funds have been met. As such, I kindly ask you to proceed with the disbursement of the funds amounting to [insert the amount], to the following account:

[Beneficiary's Name]

[Bank Name]

[Account Number]

[Routing Number]

If you require any further information or documentation to process this request, please do not hesitate to contact me at [insert your phone number] or [insert your email address].

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

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Address]

[City, State, Zip Code]