

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

Escrow Officer's Name
Escrow Company Name
Company Address
City, State, Zip Code

Dear [Escrow Officer's Name],

I hope this message finds you well. I am writing to formally request information regarding the escrow account pertaining to the closing of the property located at [Property Address], under the contract dated [Contract Date].

Specifically, I would appreciate receiving the following details:

- Escrow Account Number
- Current Balance
- Any Pending Transactions
- Closing Date Information

Please let me know if you need any additional information or documentation from my side to process this request. Your prompt attention to this matter would be greatly appreciated, as it is crucial for the timely completion of this transaction.

Thank you for your assistance. I look forward to your prompt response.

Sincerely,
[Your Name]