

Notification Request for Escrow Account Details Update

Date: [Insert Date]

To,

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request an update of the escrow account details associated with my account.

Below are the current details:

- Account Holder: [Account Holder Name]
- Escrow Account Number: [Account Number]
- Current Bank: [Current Bank Name]

Due to [reason for update, e.g., change in banking institution, etc.], I would like to update the following information:

- New Bank Name: [New Bank Name]
- New Escrow Account Number: [New Account Number]

Kindly let me know if you require any further information or documentation to process this request. I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]