

# Escrow Account Fund Disbursement

Date: [Insert Date]

To:

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

We are writing to inform you about the disbursement of funds from the escrow account established for [brief description of the transaction or purpose].

Details of the disbursement are as follows:

- **Escrow Account Number:** [Insert Account Number]
- **Amount to be Disbursed:** [Insert Amount]
- **Disbursement Date:** [Insert Date]
- **Recipient of Funds:** [Insert Name or Company]
- **Purpose of Disbursement:** [Brief description]

Please sign and return the enclosed acknowledgment form to confirm your acceptance of the disbursement.

If you have any questions regarding this disbursement, please feel free to contact us at [Insert Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]