

Confirmation of Escrow Account Refund Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

This letter is to confirm receipt of my request for a refund from my escrow account, account number [Insert Account Number]. I submitted this request on [Insert Request Date], and I am writing to ensure that all necessary steps are being taken to process the refund.

As per our previous communications, the details of the refund request are as follows:

- Amount Requested: [Insert Amount]
- Reason for Refund: [Insert Reason]
- Date of Transaction: [Insert Date]

I appreciate your prompt attention to this matter and look forward to your confirmation that the refund process is underway. Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you need any additional information.

Thank you for your assistance.

Sincerely,

[Your Name]