

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

[Recipient's Name]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to follow up on my previous request regarding the refund of my escrow account, referenced under account number [Account Number]. As of today, I have yet to receive a response or the expected refund amount of [Amount Due].

According to our last correspondence dated [Last Correspondence Date], I was informed that the refund would be processed by [Expected Refund Date]. However, I am still waiting for the funds to be credited to my account.

Please let me know the current status of my refund request at your earliest convenience. I appreciate your prompt attention to this matter.

Thank you for your assistance.

Sincerely,  
[Your Name]