

Escrow Account Refund Claim

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Escrow Company Name]

[Escrow Company Address]

[City, State, Zip Code]

Subject: Request for Refund from Escrow Account

Dear [Escrow Officer's Name],

I am writing to formally request a refund from my escrow account, account number [Escrow Account Number]. I have completed the necessary requirements for the release of funds and would like to initiate the refund process.

Details of the transaction are as follows:

- Property Address: [Property Address]
- Escrow Number: [Escrow Number]
- Amount to be refunded: [Amount]

Please find attached [any relevant documents, if applicable], which support my request for the refund.

I appreciate your prompt attention to this matter and look forward to your response. Please feel free to contact me at [Your Phone Number] or [Your Email Address] should you require any further information.

Thank you for your assistance.

Sincerely,

[Your Name]