

Request for Escrow Account Refund

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Escrow Company Name]

[Escrow Company Address]

[City, State, Zip Code]

Dear [Escrow Company Representative's Name],

I am writing to formally request a refund from my escrow account, account number [Insert Account Number], due to [briefly state the reason for the refund request].

As per the terms outlined in our agreement dated [Insert Date of Agreement], I believe that the circumstances warrant a full refund of the amount held in escrow.

Attached you will find the necessary documentation that supports my request, including [list any documents such as contracts, communications, etc.].

I kindly request that you process this refund as soon as possible and notify me of any further actions required on my part.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]