

Notice of Escrow Account Review

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

We are writing to inform you about the upcoming review of your escrow account. As part of our routine procedures, we will be conducting a comprehensive assessment to ensure that all terms and conditions are being met.

The review will take place on [Insert Review Date]. We kindly ask that you prepare any necessary documentation that may be required during this process. Your cooperation is appreciated.

If you have any questions or concerns, please do not hesitate to contact us at [Insert Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Company Address]