

Instructions for Closing Mortgage Escrow Account

Date: [Insert Date]

To: [Insert Recipient Name]

[Insert Recipient Address]

[Insert City, State, Zip Code]

Dear [Recipient Name],

We are writing to provide you with instructions regarding the closing of your mortgage escrow account associated with your loan account number [Insert Loan Number]. Please follow the steps outlined below to ensure a smooth closing process:

1. Confirm that all payments have been made on time and that there are no outstanding fees or charges.
2. Request a final account statement from the escrow company which details all transactions made during the escrow period.
3. Submit a written request to the escrow company to close your account, including your loan account number and any required documentation.
4. Provide your updated contact information in case the escrow company needs to reach you for further clarification.
5. Retain copies of all communications and documents for your records.

If you have any questions or need further assistance, 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 Name]

[Your Contact Information]