

# Request for Escrow Account Settlement

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Escrow Company Name]

[Escrow Company Address]

[City, State, Zip Code]

Dear [Escrow Officer's Name],

I hope this message finds you well. I am writing to formally request the settlement of my escrow account associated with the property located at [Property Address]. The escrow account number is [Escrow Account Number].

As per the terms of our agreement, all conditions for the release of funds have been met. I kindly ask that you provide a detailed breakdown of the funds in the account and initiate the settlement process at your earliest convenience.

Should you require any further information or documentation to process this request, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

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

Sincerely,

[Your Name]