

Escrow Agreement Closure Request

Date: [Insert Date]

[Escrow Agent's Name]

[Escrow Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Escrow Agent's Name],

Subject: Request for Closure of Escrow Agreement

I hope this letter finds you well. I am writing to formally request the closure of the escrow agreement associated with the sale of [Property/Asset Description], which was completed on [Completion Date]. The escrow account number is [Account Number].

All conditions of the escrow agreement have been satisfied as per our prior discussions, and we kindly ask that you release the funds and any remaining documents to the designated parties at your earliest convenience.

Please confirm receipt of this request and provide an estimated timeline for the closure process. If any further information or documentation is required, do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter and for your assistance throughout the process.

Sincerely,

[Your Name]

[Your Title/Position]

[Your Company Name]

[Your Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]