

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Escrow Account Manager's Name]

[Escrow Company Name]

[Escrow Company Address]

[City, State, Zip Code]

Dear [Escrow Account Manager's Name],

Subject: Request for Escrow Account Closure

I am writing to formally request the closure of the escrow account referenced below:

Escrow Account Number: [Escrow Account Number]

Opened on: [Date of Account Opening]

Per our agreement, the purpose for which this account was established has been fulfilled, and there are no remaining obligations or transactions pending.

Please proceed with the necessary actions to close the escrow account and distribute any remaining funds as per the agreed terms. We would appreciate a confirmation once the account has been closed.

Thank you for your assistance in this matter. Should you require any further documentation or information, please feel free to contact me directly.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]