

Escrow Account Closure Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Escrow Agent Name]

[Escrow Company Name]

[Escrow Company Address]

[City, State, Zip Code]

Dear [Escrow Agent Name],

I am writing to formally request the closure of the escrow account (Account Number: [Insert Account Number]) established for the contract dated [Insert Contract Date] between [Your Name] and [Other Party Name].

As of [Insert Date of Completion], all terms of the contract have been fulfilled, and I kindly request the disbursement of any remaining funds in the escrow account in accordance with our agreement.

Please confirm the closure of the account and the disbursement process at your earliest convenience. Should you require any further information or documentation, please do not hesitate to contact me.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]