

[Your Name/Organization Name]

[Your Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[Date]

[Recipient Name, if known]

[Recipient Title, e.g., Municipal Treasurer/Finance Director]

[Name of Municipality]

[Department Name]

[Address]

[City, State, Zip Code]

RE: Request to Open a Municipal Escrow Account for [Project Name/Property Address]

Dear [Recipient Name or Title],

I am writing to formally request the opening of a municipal escrow account in connection with [Purpose of Account, e.g., a pending land use application, subdivision approval, or professional review fees] for the property located at [Property Address/Parcel ID].

The purpose of this account is to provide the necessary funds to cover [Type of Expenses, e.g., engineering reviews, legal fees, or inspection costs] as required by Municipal Ordinance [Ordinance Number, if applicable].

Please find the following information required for account setup:

- **Applicant Name:** [Full Legal Name]
- **Taxpayer Identification Number (TIN/SSN):** [Number]
- **Initial Deposit Amount:** [Dollar Amount]
- **Contact Person:** [Name and Phone Number]

I have enclosed a check for the initial deposit amount made payable to "[Name of Municipality]." Please notify me once the account has been established and provide the account number for our records. We understand that any remaining balance will be refunded upon the completion of the project and final audit of the account.

Thank you for your assistance. Please let me know if any further documentation or forms are required.

Sincerely,

[Signature]
[Printed Name]
[Title]