

[Your Name]
[Current Phone Number]
[Current Email Address]

[Date]

[Mortgage Lender Name]
[Escrow Department Address]
[City, State, Zip Code]

RE: Request to Close Escrow Account
Loan Number: [Your Loan Number]
Property Address: [Your Property Address]

Dear Escrow Department,

I am writing to formally request the closure of the escrow account associated with the above-referenced mortgage. I am relocating internationally on [Date of Departure] and will no longer require your institution to manage property tax and insurance payments.

Please confirm the following actions:

- Discontinue all future escrow collections for property taxes and homeowners insurance.
- Provide me with the final calculation of any surplus funds remaining in the account.
- Issue a refund check for the remaining escrow balance.

Since I am moving abroad, please mail the final escrow analysis and any refund check to my forwarding address below:

[New International Address Line 1]
[New International Address Line 2]
[City, Province/State, Postal Code]
[Country]

I understand that I am now personally responsible for the timely payment of all property taxes and insurance premiums. I have already contacted my insurance provider to update my billing information.

Please send a written confirmation once this request has been processed. Thank you for your assistance.

Sincerely,

[Your Signature]
[Your Printed Name]