

[Date]

[Bank Name]

[Branch Address]

[City, State, Zip Code]

RE: Instruction to Close Escrow Account

Account Name: [Full Name on Account]

Account Number: [Account Number]

Escrow Reference: [Escrow Agreement Number/ID]

To the Bank Manager,

This letter serves as a formal instruction to close the above-referenced escrow account. All funds associated with the escrow agreement dated [Date of Agreement] have been fully disbursed according to the agreed terms.

Please perform the following actions:

- Verify that the account balance is currently zero.
- Formally close the account effective [Closure Date].
- Provide written confirmation of the account closure to the undersigned.

If there are any remaining residual funds or interest earned that were not included in the final disbursement, please issue a check or transfer those funds to the following account:

Bank Name: [Receiving Bank]

Account Number: [Account Number]

Routing Number: [Routing Number]

Should you require any additional information, please contact me at [Phone Number] or [Email Address].

Sincerely,

[Signature]

[Printed Name]

[Title/Capacity]

cc: [Name of Other Party to Escrow]

[Name of Escrow Agent/Attorney]