

[Date]

[Escrow Agent Name]

[Escrow Company Name]

[Company Address]

[City, State, Zip Code]

**RE: Request to Close Escrow Account**

**Escrow Number:** [Insert Escrow Number]

**Property/Contract Reference:** [Insert Reference Details]

Dear [Escrow Agent Name],

This letter serves as formal notification that all obligations under the contract dated [Contract Date] between [Name of Party A] and [Name of Party B] have been fully satisfied and fulfilled.

As the beneficiary of the above-referenced escrow account, I hereby request that the account be closed effective immediately. Please disburse the remaining funds as follows:

- **Total Amount to be Disbursed:** \$[Insert Amount]
- **Payable To:** [Insert Name]
- **Delivery Method:** [Check by Mail / Wire Transfer]

If the disbursement is to be made via wire transfer, please find the attached wiring instructions. If there are any final administrative fees or closing costs, please deduct them from the balance prior to disbursement.

Please provide written confirmation once the account has been closed and the final distribution has been processed. Should you require any additional documentation, please contact me at [Phone Number] or [Email Address].

Thank you for your assistance in this matter.

Sincerely,

[Signature]

[Printed Name]

[Title, if applicable]