

[Your Name/Company Name]
[Your Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Date]

[Escrow Agent Name/Company]
[Escrow Department Address]
[City, State, Zip Code]

RE: Notice to Close Escrow Account

Escrow Account Number: [Insert Number]

Property/Transaction Description: [Insert Details]

To [Name of Escrow Officer],

This letter serves as formal authorization and instruction to close the above-referenced escrow account. The financial transaction associated with this account was successfully completed on [Insert Date].

As all conditions of the escrow agreement have been satisfied and all necessary disbursements have been made, please proceed with the following:

- Finalize and close the account records.
- Disburse any remaining residual funds (if applicable) totaling \$[Amount] to [Recipient Name] via [Check/Wire Transfer].
- Provide a final closing statement detailing all debits, credits, and the final balance.

Please send the final documentation and any remaining funds to the following address:

[Mailing Address for Final Documents/Refunds]

If there are any further requirements or documents needed to finalize this closure, please contact me immediately at [Your Phone Number].

Thank you for your assistance throughout this transaction.

Sincerely,

[Your Signature]

[Your Printed Name]