

[Your Name/Company Name]
[Your Address]
[City, State, Zip Code]
[Date]

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

RE: Notice to Close Escrow Account #[Escrow Account Number]

Dear [Escrow Agent Name],

Following the successful settlement of the commercial transaction between [Party A Name] and [Party B Name] dated [Settlement Date], this letter serves as a formal instruction to close the above-referenced escrow account.

All conditions of the Escrow Agreement have been satisfied. Please perform the following actions:

- Disburse the remaining balance of \$[Amount] to [Recipient Name] via [Wire Transfer/Check].
- Provide a final accounting statement detailing all credits, debits, and interest earned.
- Formally close the account effective [Date].

Wire instructions (if applicable):

Bank Name: [Bank Name]
Account Name: [Account Name]
Account Number: [Number]
Routing Number: [Number]

Please confirm receipt of this instruction and notify us once the final disbursement has been processed.

Sincerely,

[Signature]
[Your Printed Name]
[Your Title]