

[Guarantor Name]
[Guarantor Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Date]

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

RE: Instruction to Close Escrow Account and Release Funds

Escrow Account Number: [Account Number]
Loan Reference Number: [Loan Number]
Property/Transaction Address: [Address]

To Whom It May Concern,

This letter serves as formal notification and authorization from the undersigned Guarantor regarding the closure of the above-referenced escrow account.

As the underlying loan transaction has been successfully completed and all financial obligations have been satisfied, I hereby request the immediate closure of the escrow account. Please proceed with the final disbursement of any remaining funds as follows:

- **Payee Name:** [Name]
- **Bank Name:** [Bank Name]
- **Account Number:** [Account Number]
- **Routing Number:** [Routing Number]

I confirm that all conditions for the release of these funds have been met. Please provide a final statement of account once the closure is processed.

Should you require any further documentation or verification, please contact me directly at [Phone Number].

Sincerely,

[Signature]

[Guarantor Printed Name]