

Date: [Insert Date]

To: [Escrow Agent/Company Name]

Address: [Insert Address]

Attention: [Escrow Officer Name]

RE: FORMAL NOTICE TO CLOSE ESCROW ACCOUNT AND DISBURSE FUNDS

Escrow Number: [Insert Escrow Number]

Property Address/Transaction ID: [Insert Reference]

Closing Date: [Insert Date of Completion]

To Whom It May Concern,

This letter serves as formal legal notice and instruction regarding the above-referenced escrow account. All contractual obligations and conditions precedent for the transaction between [Buyer Name] and [Seller Name] have been fully satisfied and completed as of [Date].

Pursuant to the Escrow Agreement, you are hereby directed to perform the following actions immediately:

- Finalize all accounting and reconciliations for the account.
- Disburse the remaining balance of [Amount, if known] to [Recipient Name] via [Check/Wire Transfer].
- Issue a final settlement statement to all parties.
- Formally close the escrow account.

If there are any remaining requirements or outstanding items preventing the immediate closure of this account, please provide a written explanation within [Number] business days of receipt of this notice.

Please confirm receipt of this notice and provide confirmation once the account has been officially closed.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title/Capacity]

[Your Phone Number]

CC: [Opposing Party Name/Legal Counsel]