

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

[Date]

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

RE: Request to Close Escrow Account

Escrow Number: [Insert Escrow Number]

Property Address: [Insert Property Address]

Dear [Escrow Officer Name],

This letter serves as formal notification that the real estate transaction for the property mentioned above has been successfully completed and recorded as of [Date of Closing].

As all contractual obligations have been met and the title has been transferred, I am requesting that you proceed with the formal closure of the escrow account. Please ensure that all final accounting is completed and that any remaining funds held in the account are disbursed according to the final settlement statement.

Please deliver the final closing package and any remaining balance via [check/wire transfer] to the following address:

[Mailing Address for Final Check/Documents]

If there are any outstanding documents required or additional steps I need to take to finalize this closure, please contact me immediately at [Phone Number].

Thank you for your assistance throughout this transaction.

Sincerely,

[Your Signature]

[Your Printed Name]