

**[Date]**

**[Escrow Agent Name]**

**[Escrow Company Name]**

**[Address]**

**[City, State, Zip Code]**

**RE: Notice to Close Escrow Account**

**Escrow Account Number:** [Account Number]

**Property Address/Agreement Reference:** [Reference Details]

To Whom It May Concern,

This letter serves as formal notification to close the above-referenced escrow account. The terms and conditions of the agreement dated [Date of Agreement] between [Party Name A] and [Party Name B] have been fully satisfied and completed.

Please perform the following actions:

- Disburse any remaining funds totaling \$[Amount] to [Payee Name].
- Provide a final accounting statement detailing all transactions and interest earned.
- Issue a formal notice of closure to all parties involved.

Please send the final disbursement and documentation to the following address:

[Name]

[Mailing Address]

[City, State, Zip Code]

If you require any additional documentation or signatures to finalize this request, please contact me immediately at [Phone Number] or [Email Address].

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title/Role]