

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

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

**RE: Request to Close Escrow Account #[Escrow Number]**

To [Escrow Agent Name],

This letter serves as formal notification that the sale of [Business Name] has been successfully completed as of [Date of Sale].

As the transaction is now finalized, I am requesting the immediate closure of the above-referenced escrow account. Please perform the following actions:

- Disburse any remaining funds to [Beneficiary Name/Bank Account Details].
- Provide a final accounting statement of all deposits and disbursements.
- Confirm in writing once the account has been officially closed.

If there are any outstanding fees or additional documentation required to finalize this request, please contact me directly at [Phone Number] or [Email Address].

Thank you for your assistance throughout this process.

Sincerely,

[Your Signature]

[Your Printed Name]  
[Your Title/Role]