

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

[Date]

[Bank Name]
[Bank Address]
[City, State, Zip Code]

Subject: Request to Close Multiple Escrow Accounts

To Whom It May Concern,

This letter serves as a formal request to close the following escrow accounts held at your institution, effective [Date]:

- Account Number: [Account Number 1] | Account Name: [Name 1]
- Account Number: [Account Number 2] | Account Name: [Name 2]
- Account Number: [Account Number 3] | Account Name: [Name 3]

Please disburse the remaining balance from all accounts listed above, including any accrued interest, via the following method:

[] **Check:** Please mail a check payable to [Payee Name] to the address listed at the top of this letter.

[] **Transfer:** Please transfer the total funds to the following account:

Bank Name: [Receiving Bank Name]
Account Name: [Account Name]
Account Number: [Account Number]
Routing Number: [Routing Number]

Once the accounts are closed and the funds have been transferred, please provide written confirmation for my records.

If you have any questions or require additional documentation, please contact me at [Phone Number].

Sincerely,

[Signature]

[Printed Name]