

[Company Name]
[Department]
[Company Address]
[City, State, Zip Code]

[Date]

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

Re: Inquiry regarding Escrow Account #[Account Number]

Dear [Recipient Name],

We are writing in response to your inquiry dated [Date] regarding the closure of your escrow account associated with the property located at [Property Address].

Our records indicate that your escrow account is currently [Status: e.g., active / pending closure / closed]. Below is the information regarding the requirements for closure:

- **Reason for Closure:** [e.g., Loan Payoff / Request for Self-Management]
- **Current Balance:** \$[Amount]
- **Required Documentation:** [List documents needed, if any]
- **Estimated Completion Date:** [Date]

Upon final closure, any remaining funds in the account will be issued via [Method of Refund] to your address on file within [Number] business days. Please ensure your contact information is up to date to avoid delays.

If you have further questions or need additional assistance, please contact our customer service department at [Phone Number] or via email at [Email Address].

Sincerely,

[Name/Signature]
[Job Title]