

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

[Recipient Name]
[Recipient Title/Role]
[Recipient Company]
[Recipient Address]
[City, State, Zip Code]

RE: Presentation of Escrow Account Agreement Documents - [Project Name/Transaction Reference Number]

Dear [Recipient Name],

Please find enclosed the required documentation regarding the Escrow Account Agreement for the aforementioned transaction. These documents are being submitted for your review, execution, and formal filing.

The enclosed package includes:

- The Executed Escrow Account Agreement
- Authorized Signatory List and Identification Documents
- Tax Identification Forms (W-9 / W-8BEN)
- [List any additional documents here]

The purpose of this agreement is to establish the terms and conditions under which the escrow funds will be held, managed, and disbursed. We kindly request that you acknowledge receipt of these documents and provide a fully executed copy for our records once the account has been formally activated.

Should you require any additional information or have questions regarding the enclosed materials, please contact me directly at [Your Phone Number] or [Your Email Address].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]

[Your Printed Name]
[Your Title]