

[Your Name]
[Your Address]
[Your Phone Number]
[Date]

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

RE: Request for Issuance of Cashier's Check for Escrow Funding

To Whom It May Concern,

I am writing to formally request the issuance of a Cashier's Check drawn from my account, [Account Number], in the amount of \$[Dollar Amount].

Please make the check payable to: **[Escrow Company Name]**.

The purpose of this check is for the funding of escrow related to the property located at: [Property Address].

Please deduct the total amount of the check, along with any applicable issuance fees, from my aforementioned account. I will pick up the check in person at your branch once it is ready.

Should you have any questions or require further verification, please contact me at [Your Phone Number].

Sincerely,

[Your Signature]
[Your Printed Name]