

Date: [Insert Date]

To: [Recipient Name/Depositor Name]

Address: [Recipient Address]

Email: [Recipient Email]

Subject: Escrow Account Funding Instructions - [Project/Transaction Name]

Dear [Recipient Name],

This letter provides the necessary instructions for funding the escrow account regarding the transaction for [Brief Description of Transaction/Property].

To ensure the timely processing of your transaction, please deposit the required funds according to the details below:

Funding Details:

- **Escrow Agent/Company:** [Company Name]
- **Escrow Number/Reference:** [Insert Number]
- **Required Amount:** \$[Insert Amount]
- **Funding Deadline:** [Insert Date]

Wire Transfer Instructions:

- **Bank Name:** [Insert Bank Name]
- **Bank Address:** [Insert Bank Address]
- **Account Name:** [Insert Escrow Account Name]
- **Account Number:** [Insert Account Number]
- **Routing Number (ABA):** [Insert Routing Number]
- **Swift Code (if applicable):** [Insert Swift Code]
- **Reference Note:** [Insert Escrow Number and Buyer Name]

Important Security Notice: Please verify these instructions via telephone by calling [Insert Phone Number] before initiating any wire transfer to prevent fraudulent activity.

Once the transfer has been initiated, please provide a copy of the wire confirmation to [Insert Email Address].

If you have any questions, please contact our office at [Insert Phone Number].

Sincerely,

[Your Name/Sender Name]

[Title]

[Company Name]