

[Date]

[Homeowners Association Name]

[HOA Management Address]

[City, State, Zip Code]

RE: Notice of Property Transfer and Request for Escrow Disbursement

Property Address: [Property Address, City, State, Zip Code]

To Whom It May Concern,

This letter is to formally notify you that the property located at the address above was sold and transferred on [Closing Date].

According to our records and the final closing statement, there is a remaining balance in the escrow/reserve account associated with this property. We kindly request that all remaining funds held in escrow be disbursed and refunded to the former owner(s).

Please issue the refund check payable to:

[Name of Former Owner/Seller]

[Forwarding Mailing Address]

[City, State, Zip Code]

Attached to this letter, please find a copy of the [Settlement Statement/Closing Disclosure] as proof of the transfer of ownership.

If you have any questions regarding this request or require further documentation, please contact [Name] at [Phone Number] or [Email Address].

Sincerely,

[Signature]

[Printed Name]