

Date: [Insert Date]

Subject: Joint Notice of Escrow Account Transfer

To: [Insert Name of Payee/Tenant/Interested Party]

Account/Property Reference: [Insert Reference Number or Address]

Dear [Insert Name],

This letter serves as formal joint notification that the escrow account currently held by **[Name of Current Escrow Agent/Bank]** ("Transferor") is being transferred to **[Name of New Escrow Agent/Bank]** ("Transferee").

Please be advised of the following details regarding this transfer:

- **Effective Date of Transfer:** [Insert Date]
- **New Escrow Agent Name:** [Insert Name]
- **New Escrow Agent Address:** [Insert Full Address]
- **New Account Number:** [Insert Number, if applicable]
- **Contact Person/Department:** [Insert Name/Phone/Email]

Effective immediately [or as of the date specified above], all future payments, deposits, and inquiries related to this escrow account should be directed to the New Escrow Agent. Any payments sent to the previous agent after the effective date may result in processing delays.

The terms and conditions governing the escrow agreement remain in full force and effect, with the exception of the change in the designated holder of the funds.

If you have any questions regarding this transition, please contact [Insert Contact Name] at [Insert Phone Number].

Sincerely,

[Authorized Signature]

For [Transferor Company Name]

[Authorized Signature]

For [Transferee Company Name]