

[Date]

[Mortgage Servicer Name]
[Payoff Department Address]
[City, State, Zip Code]

RE: Escrow Balance Disbursement for Mortgage Payoff

Loan Number: [Your Loan Number]

Property Address: [Full Property Address]

Dear Customer Service Department,

I am writing to formally request the disbursement of the remaining funds in my escrow account following the full payoff of the mortgage loan referenced above.

My records indicate that the mortgage was paid in full on [Date of Payoff]. Please process the refund of all remaining escrow balances, including any unused funds for taxes, insurance, or interest, within the legally required timeframe.

Please mail the disbursement check to my new mailing address provided below:

[Your Name]
[New Mailing Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]

If there are any outstanding documents required to finalize this disbursement, please notify me immediately. Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]

[Your Printed Name]