

[Date]

[Lender Name]

[Lender Address]

[City, State, Zip Code]

RE: Escrow Account Disbursement and Refinance Release

Loan Number: [Your Loan Number]

Property Address: [Full Property Address]

To Whom It May Concern,

This letter serves as formal notification that I have refinanced the above-referenced mortgage loan. The new financing was finalized on [Closing Date].

As the original loan has now been paid in full, I am requesting the immediate release and disbursement of all remaining funds currently held in my escrow/impound account. These funds include, but are not limited to, balances for property taxes and homeowner's insurance.

Please issue a check for the full remaining balance and mail it to the following address within 30 days of the payoff date:

[Your Name]

[Mailing Address]

[City, State, Zip Code]

Additionally, please provide a final escrow statement detailing the disbursement for my records. If there are any outstanding documents required to finalize this release, please contact me immediately at [Your Phone Number] or [Your Email Address].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]

[Your Printed Name]