

**Date:** [Insert Date]

**To:** [Escrow Agent/Company Name]

**Address:** [Insert Address]

**Attention:** [Insert Contact Person/Department]

**RE: Notice of Escrow Cancellation and Disbursement Instructions**

**Escrow Account Number:** [Insert Account Number]

**Property Address/Project Name:** [Insert Reference]

To Whom It May Concern,

This letter serves as formal notification to cancel and close the above-referenced escrow account, effective [Insert Date].

Pursuant to the terms of the agreement dated [Insert Original Agreement Date], please disburse the remaining funds currently held in the account as follows:

- **Amount to be Disbursed:** \$[Insert Amount]
- **Payable To:** [Insert Name of Recipient]
- **Delivery Method:** [Check / Wire Transfer]

If funds are to be sent via wire transfer, the banking details are provided below:

**Bank Name:** [Insert Bank Name]

**Account Name:** [Insert Name on Account]

**Account Number:** [Insert Account Number]

**Routing Number:** [Insert Routing Number]

Please provide a final statement of account showing all transactions and the final zero balance once the disbursement is complete.

Should you have any questions, please contact me at [Insert Phone Number] or [Insert Email Address].

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title/Capacity]