

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

[Date]

[Lender/Service Name]
[Escrow Department Address]
[City, State, Zip Code]

RE: Request for Escrow Cancellation
Loan Number: [Your Loan Number]

Dear Customer Service Team,

I am writing to formally request the cancellation of the escrow account associated with the mortgage loan mentioned above. I would like to manage the payment of my property taxes and homeowners insurance premiums directly.

I understand that by canceling my escrow account, I assume full responsibility for making timely and complete payments to the respective tax authorities and insurance providers. I also understand that I may be required to provide proof of payment to you upon request.

Please review my account to confirm that I meet the eligibility requirements for escrow removal. Once approved, please provide written confirmation of the cancellation and instructions regarding any surplus funds currently held in my escrow account.

Thank you for your prompt attention to this matter. I look forward to receiving your response.

Sincerely,

[Your Signature]

[Your Printed Name]