

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

[Date]

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

**Re: Request for Escrow Account Refund**

**Loan Number: [Your Loan Number]**

**Property Address: [Address of the Mortgaged Property]**

To Whom It May Concern,

I am writing to formally request the refund of the remaining balance in my escrow account following the full payoff of the mortgage mentioned above. According to my records, the loan was paid in full on [Date of Payoff].

Please close the escrow account associated with this loan and issue a check for the remaining surplus. Please mail the refund check to my current address listed below:

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

If there are any additional documents required or if there is a delay in processing this refund, please notify me immediately by phone or email.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]  
[Your Printed Name]