

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

[Date]

[Former Mortgage Servicer Name]
[Escrow/Refund Department Address]
[City, State, Zip Code]

RE: Request for Escrow Refund
Account Number: [Your Former Loan Number]
Property Address: [Address of the Mortgaged Property]

To Whom It May Concern,

I am writing regarding the recent transfer of the servicing rights for my mortgage loan to [New Mortgage Servicer Name], which became effective on [Date of Transfer].

According to my records and the final statement provided, there was a remaining balance in my escrow account at the time of the transfer in the amount of \$[Amount, if known]. As my account has been successfully transferred and my obligations to your institution have been met, I am requesting the immediate refund of these surplus escrow funds.

Under the Real Estate Settlement Procedures Act (RESPA), I understand that a servicer must return any escrow balance to the borrower within 20 business days of the loan being paid in full or otherwise terminated.

Please mail the refund check to my current mailing address listed above. If this refund has already been sent to my new mortgage servicer to be applied to my new escrow account, please provide me with written confirmation of the date and the amount transferred.

If you require any further information, please contact me at [Phone Number]. Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]

[Your Printed Name]