

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

[Date]

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

RE: Request for Refund of Escrow Balance

Loan Number: [Your Loan Number]

Property Address: [Address of the Sold Property]

To whom it may concern,

I am writing to formally request the refund of the remaining balance in my escrow account following the sale of the property mentioned above. The loan was paid in full on [Date of Closing/Payoff].

According to my records and the final closing statement, there is a remaining surplus in the escrow account. Please issue a check for the full balance and mail it to my new address provided below:

[New Forwarding Address]
[City, State, Zip Code]

I understand that per federal regulations, these funds should be disbursed within 30 days of the loan payoff. If you require any further documentation regarding the sale or the payoff, please contact me immediately.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]

[Your Printed Name]