

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

[Date]

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

RE: Request for Escrow Account Balance Refund

Loan Number: [Your Old Loan Number]

Property Address: [Address of the Refinanced Property]

To Whom It May Concern,

I am writing to formally request the refund of the remaining balance in my escrow account following the recent refinance of my mortgage. My loan with [Previous Mortgage Lender Name] was paid in full on [Date of Closing/Payoff].

According to my records and the final payoff statement, there is a surplus remaining in the escrow account that was used for property taxes and homeowners insurance. Please close this account and issue a check for the full remaining balance.

Please mail the refund check to the following address:

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

I look forward to receiving these funds within thirty (30) days as per federal regulations. If there are any issues or if additional documentation is required, please contact me immediately at [Your Phone Number].

Sincerely,

[Your Signature]

[Your Printed Name]