

[Date]

[Customer Name]

[Customer Address]

[City, State, Zip Code]

Subject: Confirmation of Voluntary Escrow Account Closure

Dear [Customer Name],

This letter serves as formal confirmation that your escrow account number [Account Number], associated with the property located at [Property Address], has been closed effective [Date] per your request.

Following the closure of this account, please be advised of the following:

- **Final Balance:** The remaining balance in your escrow account was \$[Amount].
- **Refund Method:** A check for the remaining balance has been issued and mailed to your address on file / credited to your designated bank account.
- **Future Payments:** You are now responsible for the direct payment of all property taxes, homeowners insurance premiums, and any other assessments previously managed through this account.

Please ensure that you contact your local taxing authority and insurance provider to update your billing information to ensure no payments are missed.

If you have any questions regarding this closure or your final refund, please contact our customer service department at [Phone Number] or via email at [Email Address].

Sincerely,

[Name of Representative]

[Title]

[Financial Institution/Company Name]