

Date: [Insert Date]

[Recipient Name]
[Recipient Address]
[City, State, Zip Code]

Subject: Approval for Voluntary Escrow Account Setup - [Account/Reference Number]

Dear [Recipient Name],

We are pleased to inform you that your request to establish a voluntary escrow account has been formally approved. This account has been created to facilitate the management of [Purpose of Escrow, e.g., property taxes, insurance premiums, or project funds].

Account Details:

- **Escrow Agent:** [Name of Institution/Agent]
- **Account Number:** [Insert Account Number]
- **Initial Deposit Amount:** [Insert Amount]
- **Effective Date:** [Insert Date]

As per our agreement, the funds held in this account will be disbursed solely for the purposes outlined in the Escrow Agreement dated [Insert Date]. Any changes to the disbursement schedule or account terms must be submitted in writing and approved by all involved parties.

Please find the attached documents for your records, including the signed Escrow Agreement and the schedule of anticipated payments. No further action is required from you at this time to activate the account.

If you have any questions regarding your account status or the management of these funds, please contact our department at [Insert Phone Number] or [Insert Email Address].

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Job Title]
[Company Name]