

[Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Subject: Confirmation of Voluntary Escrow Account Setup

Dear [Recipient Name],

This letter serves as formal confirmation that your request to establish a voluntary escrow account has been processed and approved. The account is now active under the following details:

- **Account Number:** [Account Number]
- **Escrow Agent:** [Agent Name/Organization]
- **Effective Date:** [Date]
- **Purpose of Escrow:** [Description, e.g., Property Taxes/Insurance]

According to our agreement, the scheduled deposit amount of \$[Amount] will be [Frequency, e.g., Monthly/Quarterly]. These funds will be held in trust and disbursed solely for the purposes outlined in your escrow agreement.

Please review the attached terms and conditions for your records. If you have any questions regarding your account status or future disbursements, please contact our department at [Phone Number] or [Email Address].

Thank you for choosing to manage your obligations through our escrow services.

Sincerely,

[Your Name]

[Your Title]

[Company Name]