

[Date]

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

RE: Final Escrow Account Disbursement and Reconciliation

Property Address: [Property Address]
Escrow Account Number: [Account Number]

Dear [Recipient Name],

This letter serves as formal notification regarding the final reconciliation and disbursement of funds held in escrow for the above-referenced property following the recent [closing/transaction type] on [Date].

The escrow account has been fully reconciled. Please find the summary of the final disbursement below:

- **Total Escrow Balance:** \$[Amount]
- **Total Disbursements Made:** \$[Amount]
- **Remaining Balance to be Refunded:** \$[Amount]

Detailed Reconciliation Table:

Description	Date	Amount
Starting Balance	[Date]	[\$[Amount]]
[e.g., Property Tax Payment]	[Date]	(\$[Amount])
[e.g., Insurance Premium]	[Date]	(\$[Amount])
[e.g., Final Interest Earned]	[Date]	[\$[Amount]]
Final Refund Amount	[Date]	[\$[Amount]]

The final refund check in the amount of \$[Amount] is enclosed with this letter. [OR: The final refund was sent via wire transfer to your account ending in [Last 4 Digits] on [Date]].

With this disbursement, the escrow account associated with this transaction is now closed. Should you have any questions regarding these calculations, please contact [Name/Department] at [Phone Number] or [Email Address].

Sincerely,

[Sender Name]
[Company Name]
[Title]