

[Date]

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

Re: Post-Closing Escrow Reconciliation Status

Property Address: [Property Address]
Escrow Number: [Escrow/File Number]
Closing Date: [Closing Date]

Dear [Recipient Name],

This letter is to provide you with a status update regarding the post-closing reconciliation of the escrow account for the above-referenced transaction.

As part of our standard procedures, we have conducted a final audit of all funds received and disbursed. Our records indicate the following status:

[Status Option 1: Reconciliation Complete - Refund Due]

The reconciliation is complete. A surplus of \$[Amount] was identified. Please find the enclosed check for this balance.

[Status Option 2: Reconciliation Complete - No Balance]

The reconciliation is complete. All funds have been disbursed according to the final settlement statement, and the account balance is now zero.

[Status Option 3: Outstanding Items]

The reconciliation is currently in progress. We are awaiting final invoices or confirmations regarding the following items: [List Items]. Once these are resolved, a final statement will be issued.

If you have any questions regarding this reconciliation or require additional documentation, please contact our office at [Phone Number] or via email at [Email Address].

Sincerely,

[Your Name/Company Name]
[Title]
[Contact Information]