

[Your Current Date]

[Escrow Officer Name]

[Escrow Company Name]

[Escrow Number/Reference Number]

[Company Address]

[City, State, Zip Code]

RE: Notice of New Forwarding Address for Escrow Closing

Dear [Escrow Officer Name],

I am writing to provide you with my new mailing address regarding the closing of the escrow for the property located at [Property Address].

Please use the following address for all final closing documents, tax forms (1099-S), and any surplus funds or refund checks resulting from this transaction:

New Mailing Address:

[Your Full Name]

[New Street Address]

[New Suite/Apt Number]

[New City, State, Zip Code]

This change is effective as of [Effective Date].

Please confirm receipt of this update and let me know if any additional forms are required to formalize this change. I can be reached at [Your Phone Number] or [Your Email Address] if you have any questions.

Sincerely,

[Your Signature]

[Your Printed Name]