

Date: [Insert Date]

[Recipient Name]

[Recipient Title]

[Company Name]

[Address Line 1]

[City, State, Zip Code]

RE: Escrow Document Management - [Property Address or Loan Number]

Dear [Recipient Name],

In accordance with the escrow agreement for the above-referenced transaction, please find the enclosed documents required for processing and management:

- [Document Name 1]
- [Document Name 2]
- [Document Name 3]

Please review these documents to ensure they meet all legal and financial requirements for the escrow account. Once verified, please provide a written confirmation of receipt and an updated status of the escrow file.

If any additional documentation is required or if there are discrepancies that need to be addressed, please contact me immediately at [Your Phone Number] or [Your Email Address].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]