

Date: [Insert Date]

To: [Escrow Agent Name/Company Name]

Address: [Escrow Company Address]

Escrow Number: [Insert Number]

Re: Escrow Instruction and Proceeds Distribution Letter

Property Address: [Insert Property Address]

Seller: [Insert Seller Name]

Buyer: [Insert Buyer Name]

Closing Date: [Insert Closing Date]

To the Escrow Agent:

These instructions serve as the direction for the disbursement of funds held in escrow for the above-referenced transaction. You are hereby authorized and directed to distribute the closing proceeds as follows:

1. Gross Sales Price: \$[Insert Amount]

2. Deductions and Payoffs:

- Existing Mortgage Payoff: \$[Insert Amount] to [Lender Name]
- Property Taxes: \$[Insert Amount]
- Real Estate Commissions: \$[Insert Amount] to [Agency Name]
- Escrow and Title Fees: \$[Insert Amount]
- Attorney Fees: \$[Insert Amount]
- Recording Fees: \$[Insert Amount]
- Other Deductions: \$[Insert Amount] for [Description]

3. Net Proceeds to Seller:

The remaining balance of \$[Insert Net Amount] shall be paid to [Seller Name] via the following method:

- ☐ Wire Transfer (See attached wiring instructions)
- ☐ Check via Certified Mail
- ☐ Pickup at Escrow Office

4. Special Instructions:

[Insert any additional conditions or instructions here, or write "None"].

By signing below, the parties agree that these instructions are final and supersede any prior verbal or written agreements regarding the distribution of funds.

Sincerely,

[Seller Signature]
[Seller Printed Name]

[Buyer Signature]
[Buyer Printed Name]

Approved by Escrow Agent:

[Date]