

Date: [Insert Date]

To: [Escrow Company Name]

Escrow Officer: [Name of Officer]

Escrow Number: [Insert Escrow Number]

Property Address: [Insert Full Property Address]

RE: AUTHORIZATION TO DISBURSE AND CLOSE ESCROW

To Whom It May Concern,

This letter serves as formal notification and authorization that all financing contingencies have been met and the loan for the above-referenced property has received "Clear to Close" status from the lender, [Lender Name].

As the [Buyer/Seller/Authorized Party], I hereby authorize [Escrow Company Name] to proceed with the following actions:

- Finalize all closing statements and accounting.
- Collect and receipt all remaining funds required to close from the Buyer.
- Request and receive mortgage loan proceeds from the Lender.
- Disburse all funds held in escrow according to the final Settlement Statement (Closing Disclosure).
- Record all necessary deeds and legal documents with the County Recorder's Office.

I confirm that I have reviewed the final closing figures and authorize the closing to occur on [Scheduled Closing Date].

Please contact me immediately at [Phone Number] or [Email Address] if there are any outstanding requirements or discrepancies.

Sincerely,

[Signature]

[Printed Name]

[Title, if applicable]