

Date: [Current Date]

To: [Escrow Officer Name]
[Escrow Company Name]
[Company Address]
[City, State, Zip Code]

Re: Escrow Number: [Insert Escrow Number]
Property Address: [Insert Property Address]

To Whom It May Concern,

I, [Your Full Name], am a party to the above-referenced escrow transaction. I hereby authorize [Escrow Company Name] to release and deliver copies of the following escrow closing documents:

- Final Closing Statement / Settlement Statement
- Recorded Deed
- [Insert specific document name if applicable]
- [Insert specific document name if applicable]

Please release these documents to the following authorized individual/entity:

Name: [Recipient Name]
Company (if applicable): [Recipient Company]
Email: [Recipient Email Address]
Phone: [Recipient Phone Number]

This authorization is valid until [Date] or until the closing of this transaction, whichever occurs first.

Please contact me at [Your Phone Number] or [Your Email Address] if you require any further verification or have questions regarding this request.

Sincerely,

[Signature]
[Your Printed Name]
[Your Title, if applicable]