

**Date:** [Insert Date]

**To:**

[Escrow Officer Name]

[Escrow Company Name]

[Company Address]

[City, State, Zip Code]

**Re: Authorization for Third-Party Access to Escrow Records**

**Escrow Number:** [Insert Escrow Number]

**Property Address:** [Insert Property Address]

Dear [Escrow Officer Name],

I, [Your Full Name], am a party to the above-referenced escrow transaction. I hereby authorize [Name of Authorized Third Party] of [Third Party Company Name, if applicable] to access, review, and receive copies of all records, documents, and closing statements pertaining to this escrow account.

This authorization includes, but is not limited to:

- Signed escrow instructions and amendments
- Preliminary title reports
- Closing disclosure statements and HUD-1 forms
- Estimated settlement statements
- Status updates regarding the progress of the file

This authorization shall remain in effect until the close of escrow or until revoked by me in writing. Please provide the requested information to the authorized party via [Email Address/Phone Number/Mailing Address].

If you have any questions or require further verification, please contact me directly at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Role, e.g., Buyer / Seller / Borrower]