

Date: [Insert Date]

To: [Insert Title Company Name]

Escrow Number: [Insert Escrow Number]

Property Address: [Insert Property Address]

RE: AUTHORIZATION TO RELEASE INFORMATION

To Whom It May Concern,

I/We, the undersigned, hereby authorize **[Insert Title Company Name]** to disclose, release, and provide copies of any and all information, documents, and closing statements related to the above-referenced escrow file to the following party/parties:

Name: [Insert Recipient Name]

Company: [Insert Recipient Company Name]

Email: [Insert Recipient Email]

Phone: [Insert Recipient Phone Number]

This authorization includes, but is not limited to, the disclosure of payoff demands, homeowners association information, tax information, and the final Closing Disclosure or Settlement Statement.

This authorization shall remain in effect until the close of escrow or until revoked by me/us in writing.

Sincerely,

Signature

[Insert Printed Name]

[Insert Role: e.g., Buyer/Seller]

Signature

[Insert Printed Name]

[Insert Role: e.g., Buyer/Seller]