

Date: [Insert Date]

Escrow Holder Name: [Insert Escrow Company Name]

Escrow Number: [Insert Escrow Number]

Property Address: [Insert Full Property Address]

RE: MUTUAL AGREEMENT TO CANCEL ESCROW AND RELEASE EARNEST MONEY DEPOSIT

To the Escrow Agent,

This letter serves as formal instruction from both the Buyer and the Seller to immediately cancel the above-referenced escrow regarding the purchase and sale of the property located at [Insert Property Address].

By signing this document, the Buyer and Seller mutually agree to terminate the Purchase Agreement dated [Insert Date of Original Contract] and release all parties from any further obligations or liabilities under said agreement.

The parties further instruct [Insert Escrow Company Name] to disburse the Earnest Money Deposit currently held in escrow as follows:

- Amount to be released to Buyer: \$[Insert Amount]
- Amount to be released to Seller: \$[Insert Amount]
- Amount to be applied to Escrow/Cancellation Fees: \$[Insert Amount]

The parties hereby authorize the Escrow Holder to deduct any applicable cancellation fees from the funds held prior to disbursement. This instruction is final and irrevocable.

SELLER(S):

[Print Name]
Date: _____

[Print Name]
Date: _____

BUYER(S):

[Print Name]
Date: _____

[Print Name]

Date: _____