

Date: [Insert Date]

To: [Insert Escrow Company Name]
Escrow Officer: [Insert Officer Name]
Escrow Number: [Insert Escrow Number]

Property Address: [Insert Full Property Address]
Buyer(s): [Insert Buyer Names]
Seller(s): [Insert Seller Names]

Subject: Notice of Cancellation of Escrow and Request for Release of Deposit

To Whom It May Concern,

Pursuant to the terms of the Purchase Agreement dated [Insert Date of Agreement], the Buyer hereby provides formal notice to cancel the above-referenced escrow.

This cancellation is initiated based on the following contingency/reason: [Insert Reason, e.g., Inspection Results, Financing Contingency, etc.].

The Buyer and Seller hereby instruct [Insert Escrow Company Name] to terminate the escrow proceedings immediately. Furthermore, the parties authorize the release and distribution of 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] (if applicable)

By signing this document, both Buyer and Seller release each other, as well as the Escrow Holder and Real Estate Brokers, from any further liabilities or obligations arising from the Purchase Agreement and this escrow, except as prohibited by law.

Please process the refund of the deposit via: [Insert Method, e.g., Check by Mail or Wire Transfer].

Sincerely,

Buyer Signature

Buyer Signature

Accepted and Agreed by Seller:

Seller Signature

Seller Signature