

Date: [Insert Date]

To: [Escrow Company Name]

Escrow Officer: [Name of Officer]

Escrow Number: [Insert Escrow Number]

Property Address / Description: [Insert Property Address or Asset Description]

Subject: Seller's Instruction to Cancel Escrow and Release Funds

To Whom It May Concern,

I, [Seller Name], the Seller in the above-referenced escrow transaction, hereby formally request the immediate cancellation of this escrow account effective [Insert Date].

This request is being made due to [Select one: Mutual Agreement / Buyer Default / Expiration of Contingency Period / Other].

Regarding the Earnest Money Deposit (EMD) and any other funds currently held in escrow, I provide the following instructions for disbursement:

- **Amount to be Released to Seller:** \$[Insert Amount]
- **Amount to be Released to Buyer:** \$[Insert Amount]
- **Cancellation Fees:** To be paid by [Select: Seller / Buyer / Split Equally]

By signing this letter, I authorize [Escrow Company Name] to disburse the funds as stated above and formally close the escrow file. I understand that this cancellation may require a corresponding signature from the Buyer before funds are released, depending on the terms of the purchase agreement.

Please contact me at [Insert Phone Number] or [Insert Email Address] if further documentation is required.

Sincerely,

[Seller Signature]

[Seller Printed Name]