

Date: [Current Date]

To: [Escrow Company Name]

Escrow Officer: [Officer Name]

Escrow Number: [Escrow Number]

Property Address: [Full Property Address]

RE: Notice of Unilateral Cancellation and Demand for Release of Funds

To the Escrow Agent,

Please accept this letter as formal notification that the undersigned party is unilaterally canceling the above-referenced escrow effective immediately.

This cancellation is being exercised pursuant to the terms of the Purchase Agreement dated [Date of Agreement], specifically under [Section/Clause Number, e.g., Inspection Contingency or Financing Contingency].

According to the terms of the agreement, the transaction has failed to close due to: [Briefly state reason, e.g., Buyer's inability to obtain financing / Seller's failure to clear title].

Demand for Release of Funds:

I hereby demand that you release the earnest money deposit currently held in escrow, totaling \$[Amount], to [Name of Recipient]. Please issue these funds via [Check / Wire Transfer] to the following address/account within [Number] business days:

[Recipient Name]

[Mailing Address or Wiring Instructions]

Please notify all parties involved of this cancellation and provide a final accounting of any applicable cancellation fees, which should be deducted from the [Buyer's/Seller's] portion of the funds as per the agreement.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title, e.g., Buyer / Seller / Attorney]

[Your Phone Number]

[Your Email Address]

CC: [Name of Real Estate Agent/Broker], [Name of Opposite Party]