

Date: [Insert Date]

To: [Escrow Company Name]

Escrow Number: [Insert Escrow Number]

Property Address: [Insert Full Property Address]

RE: Mutual Cancellation of Purchase Agreement and Authorization for Disbursement of Escrow Funds

To Whom It May Concern,

The undersigned Buyer(s) and Seller(s) hereby mutually agree to cancel the Purchase Agreement dated [Insert Original Date of Agreement] for the property located at the address referenced above.

By signing this letter, both parties release each other, as well as the Escrow Holder and respective Brokerages, from all further obligations and liabilities arising from the aforementioned Purchase Agreement.

Authorization for Disbursement:

The parties hereby instruct [Escrow Company Name] to disburse the earnest money deposit currently held in escrow as follows:

- **Amount to be paid to Buyer:** \$[Insert Amount]
- **Amount to be paid to Seller:** \$[Insert Amount]
- **Amount to be paid for Escrow/Cancellation Fees:** \$[Insert Amount]

Escrow Holder is authorized to deduct any applicable cancellation fees from the funds on deposit prior to disbursement.

SELLER(S) SIGNATURE:

[Print Name]

Date: _____

[Print Name]

Date: _____

BUYER(S) SIGNATURE:

[Print Name]

Date: _____

[Print Name]

Date: _____