

[Date]

[Escrow Agent Name]

[Escrow Company Name]

[Address]

[City, State, Zip Code]

RE: Authorization for Disbursement of Escrow Funds

Dear [Escrow Agent Name],

This letter serves as formal authorization to release and disburse funds currently held in escrow under Agreement Number [Escrow Agreement Number], dated [Date of Agreement].

As the [Owner/Authorized Representative] of the project located at [Project Address], I hereby confirm that the following milestones or conditions have been satisfied by the Contractor, [Contractor Name], in accordance with our contract terms.

Please issue payment as follows:

- **Payee:** [Contractor Name/Company Name]
- **Disbursement Amount:** \$[Amount]
- **Payment Method:** [Check/Wire Transfer/ACH]
- **Payment Reference:** [Invoice Number or Milestone Name]

Following this disbursement, the remaining balance in the escrow account should be \$[Remaining Balance].

By signing this authorization, I waive any claims against [Escrow Company Name] regarding the release of these specific funds. Please notify both parties once the transaction is complete.

Sincerely,

[Signature]

[Printed Name]

[Title/Role]

[Phone Number]

Acknowledged by Contractor:

[Signature]

[Printed Name]

[Date]