

[Your Name]
[Your Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Date]

[Lending Institution Name]
[Escrow Department Address]
[City, State, Zip Code]

RE: Property Tax Escrow Fund Disbursement Authorization

Loan Number: [Your Loan Number]

Property Address: [Full Address of the Property]

To Whom It May Concern,

I am writing to formally authorize [Lending Institution Name] to disburse funds from my property tax escrow account for the payment of the following property taxes:

- **Taxing Authority:** [Name of City/County Tax Office]
- **Tax Parcel ID/Account Number:** [Your Parcel ID Number]
- **Tax Year/Period:** [e.g., 2023 Annual or Q4 2023]
- **Amount to be Disbursed:** \$[Amount]

Please issue the payment directly to the taxing authority listed above before the due date of [Due Date] to avoid any late penalties or interest charges. I have attached a copy of the tax bill for your records.

If there are any issues regarding the available balance in my escrow account or the processing of this disbursement, please contact me immediately at [Phone Number].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]
[Your Printed Name]