

Date: [Insert Date]

To: [Escrow Agent Name/Company Name]

Address: [Escrow Agent Address]

Escrow Account Number: [Insert Account Number]

Reference Dispute ID: [Insert Reference Number]

**RE: DISPUTE RESOLUTION AND ESCROW FUND DISBURSEMENT
AUTHORIZATION**

Dear [Escrow Agent Name],

This letter serves as formal authorization to release and disburse the funds currently held in escrow regarding the dispute between [Party A Name] and [Party B Name].

Pursuant to the settlement agreement reached on [Insert Date of Agreement], both parties have resolved the dispute and hereby instruct you to disburse the funds as follows:

- **Payee 1 Name:** [Insert Name]
Amount: [Insert Currency and Amount]
Payment Method: [Insert Wire/Check/ACH Details]
- **Payee 2 Name:** [Insert Name]
Amount: [Insert Currency and Amount]
Payment Method: [Insert Wire/Check/ACH Details]

By signing this letter, both parties acknowledge that this disbursement constitutes a full and final settlement of the aforementioned dispute. We further release [Escrow Agent Name] from any and all liability related to the holding and distribution of these funds upon completion of the instructions above.

Please confirm once the disbursement has been processed.

Party A Signature: _____

Printed Name: [Insert Name]

Date: [Insert Date]

Party B Signature: _____

Printed Name: [Insert Name]

Date: [Insert Date]

Notary Acknowledgement (If Required):

State of [Insert State]
County of [Insert County]

Subscribed and sworn to before me this [Day] day of [Month], [Year].

Notary Public