

Date: [Insert Date]

To: [Title Company Name]

Address: [Title Company Address]

City, State, Zip: [City, State, Zip]

Escrow/File Number: [Insert File Number]

**RE: Authorization to Disburse Escrow Funds**

To Whom It May Concern,

I, [Your Name], hereby authorize [Title Company Name] to disburse the funds currently held in escrow regarding the property located at [Property Address].

Please disburse the funds in the amount of \$[Amount] via the following method:

**Option 1: Wire Transfer**

- Bank Name: [Bank Name]
- Account Holder Name: [Name on Account]
- Account Number: [Account Number]
- Routing Number: [Routing Number]

**Option 2: Check**

- Payable To: [Recipient Name]
- Delivery Address: [Mailing Address]

By signing this document, I acknowledge that this authorization is final and that the Title Company shall be held harmless for any actions taken in accordance with these instructions.

Sincerely,

\_\_\_\_\_  
[Signature]

[Printed Name]

[Phone Number]

**Notary Acknowledgement (If Required)**

State of: \_\_\_\_\_

County of: \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

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Notary Public