

Date: [Insert Date]

To: [Escrow Agent/Company Name]

Address: [Escrow Agent Address]

Escrow Number: [Insert Escrow/Reference Number]

Subject: Authorization for Disbursement of Escrow Funds (Refund to Buyer)

Dear [Name of Escrow Officer],

This letter serves as formal authorization to release and disburse the funds currently held in escrow regarding the transaction between [Seller Name] (Seller) and [Buyer Name] (Buyer) for the property/asset located at [Property Address or Description].

Due to [Reason for Refund, e.g., Termination of Purchase Agreement / Failure of Contingency], the parties have agreed that the escrowed funds shall be returned to the Buyer.

Please disburse the funds as follows:

- **Amount to be Refunded:** [Insert Amount]
- **Payable To:** [Buyer Full Name]
- **Method of Payment:** [Check / Wire Transfer]

If payment is via wire transfer, the account details are as follows:

- **Bank Name:** [Bank Name]
- **Account Number:** [Account Number]
- **Routing Number:** [Routing Number]

By signing this authorization, both parties release [Escrow Company Name] from any further liability regarding these specific funds once the disbursement has been processed.

Sincerely,

Buyer Signature

[Buyer Printed Name]

Date: [Date]

Seller Signature

[Seller Printed Name]

Date: [Date]