

Date: [Insert Date]

[Escrow Agent Name]
[Escrow Company Name]
[Address]
[City, State, Zip Code]

Re: Escrow Number: [Insert Escrow Number]

Property Address: [Insert Property Address]

Dear [Name of Escrow Officer],

This letter constitutes the formal instructions regarding the closing of the above-referenced real estate transaction between [Seller Name] ("Seller") and [Buyer Name] ("Buyer").

You are hereby authorized and directed to proceed with the closing upon fulfillment of the following conditions:

- Receipt of all fully executed closing documents, including the Deed and Bill of Sale.
- Receipt of certified funds or wire transfer in the amount of \$[Insert Amount] representing the balance of the purchase price.
- Issuance of a Title Insurance Policy in the favor of the Buyer.
- Confirmation that all property taxes, liens, and encumbrances have been paid and cleared as per the preliminary title report.

Upon satisfaction of the conditions above, you are instructed to:

1. Record the Deed with the [Insert County Name] County Recorder's Office.
2. Disburse funds to the Seller in the amount of \$[Insert Net Amount] via [Wire Transfer/Check].
3. Pay all authorized real estate commissions, recording fees, and closing costs as detailed in the final Settlement Statement.
4. Deliver copies of all executed documents to both Buyer and Seller.

These instructions may only be amended in writing signed by both parties. Please acknowledge receipt of these instructions by signing below.

Sincerely,

[Buyer/Seller Signature]
[Printed Name]

Acknowledgment of Escrow Agent:

Date: [Insert Date]