

DATE: [Insert Date]

TO: [Escrow Agent Name/Company]

ADDRESS: [Escrow Agent Address]

ATTN: [Escrow Officer Name]

RE: Letter of Instruction for Disbursement of Settlement Funds

CASE NAME: [Case Name/Reference]

ESCROW/FILE NUMBER: [Insert Number]

To the Escrow Agent:

Pursuant to the Settlement Agreement dated [Date] between [Plaintiff Name] and [Defendant Name], this letter serves as your formal instruction to disburse the funds currently held in escrow in the amount of \$[Total Amount].

Upon receipt of this letter and [Insert any conditions, e.g., a fully executed release], please disburse the funds as follows:

1. Payee Name: [Name of Law Firm/Party]

Amount: \$[Amount]

Method: [Check / Wire Transfer]

Account Details (if wire): [Bank Name, Account #, Routing #]

2. Payee Name: [Name of Law Firm/Party]

Amount: \$[Amount]

Method: [Check / Wire Transfer]

Account Details (if wire): [Bank Name, Account #, Routing #]

The remaining balance, if any, representing your escrow fees shall be deducted from the total held, or paid by [Name of Party responsible for fees].

These instructions may not be modified except by written agreement signed by all parties listed below. Please confirm receipt of these instructions and provide notification once the disbursements have been completed.

Sincerely,

[Name of Plaintiff/Counsel]

[Title]

[Name of Defendant/Counsel]

[Title]