

Date: [Insert Date]

To: [Escrow Agent Name]

[Escrow Agent Address]

[City, State, Zip Code]

Re: Letter of Instruction regarding Source Code Escrow Agreement #[Agreement Number]

Dear [Contact Person Name],

Pursuant to the Source Code Escrow Agreement dated [Date of Original Agreement] by and among [Depositor Name], [Beneficiary Name], and [Escrow Agent Name], this letter serves as a formal Letter of Instruction regarding the Deposit Materials currently held in escrow.

1. Identification of Deposit:

This instruction pertains to the following materials: [Insert Software Name/Version/Deposit ID].

2. Nature of Instruction:

[Select one option below and delete the others:]

- **Verification Request:** Please perform a technical verification of the Deposit Materials to ensure completeness and readability as specified in Exhibit [X] of the Agreement.
- **Release of Materials:** A Release Event as defined in Section [Number] of the Agreement has occurred. Please release the Deposit Materials to [Beneficiary Name] in accordance with the specified delivery procedures.
- **Update/Replacement:** Please accept the enclosed updated version of the Source Code and [return/destroy] the previous version currently held in your possession.
- **Termination:** The underlying license agreement has expired. Please return all Deposit Materials to [Depositor Name] and terminate the escrow account.

3. Delivery Instructions:

[Insert specific delivery method, digital transfer details, or physical shipping address].

4. Authorization:

The undersigned represents that they are authorized to issue these instructions on behalf of [Company Name].

Please acknowledge receipt of these instructions and confirm when the requested actions have been completed.

Sincerely,

[Signature]

[Printed Name]

[Title]

[Company Name]

Acknowledged by [Escrow Agent]:

Signature: _____

Date: _____