

DATE: [Insert Date]

TO: [Escrow Agent Name]
[Financial Institution Name]
[Address]
[City, State, Zip Code]

ATTENTION: [Contact Person/Escrow Administrator]

RE: JOINT RELEASE INSTRUCTION - ESCROW ACCOUNT NO: [Account Number]

To Whom It May Concern,

This letter serves as a joint instruction from [Buyer Name] (the "Buyer") and [Seller Name] (the "Seller") pursuant to the Escrow Agreement dated [Date of Agreement].

In accordance with the Earnout Provisions set forth in the [Asset/Stock Purchase Agreement], the parties hereby confirm that the performance milestones for the period ending [Date] have been met as follows:

- **Total Earnout Amount to be Released:** \$[Amount]
- **Recipient:** [Seller Name]

The Escrow Agent is hereby authorized and directed to wire the funds in the amount of \$[Amount] from the Escrow Account to the Seller using the following wire instructions:

Bank Name: [Bank Name]
Account Name: [Account Holder Name]
Account Number: [Account Number]
Routing Number (ABA): [Routing Number]
Swift/BIC (if applicable): [Swift Code]

Following this disbursement, the remaining balance in the Escrow Account shall be [Amount remaining or "Zero"].

Please acknowledge receipt of these instructions and confirm when the wire transfer has been initiated.

Sincerely,

FOR BUYER:

FOR SELLER:

(Signature)
Name: [Name]
Title: [Title]

(Signature)
Name: [Name]
Title: [Title]

