

**Date:** [Insert Date]

**To:** [Escrow Agent Name/Company]

**Address:** [Escrow Company Address]

**Attention:** [Contact Person Name]

**RE: Escrow Instructions for Commercial Lease Deposit**

**Property Address:** [Insert Property Address]

**Landlord:** [Insert Landlord Name]

**Tenant:** [Insert Tenant Name]

Dear [Name of Escrow Agent],

This letter serves as formal instruction regarding the security deposit for the commercial lease of the above-referenced property. Enclosed herewith is a payment in the amount of \$[Insert Amount] (the "Deposit").

You are hereby instructed to hold these funds in escrow subject to the following conditions:

- **Deposit Confirmation:** Please provide written confirmation to both Landlord and Tenant once the funds have been cleared.
- **Release of Funds:** The Deposit shall be released to the Landlord only upon receipt of a fully executed Lease Agreement signed by both parties.
- **Cancellation:** In the event that the Lease Agreement is not executed by [Insert Expiration Date], the funds are to be returned in full to the Tenant at the address provided below.
- **Disputes:** If a dispute arises regarding the release of the Deposit, you are instructed to hold the funds until you receive joint written instructions from both parties or a court order.

Please acknowledge your receipt of these instructions and the Deposit by signing and returning a copy of this letter.

Sincerely,

[Your Name/Signature]

[Title: Landlord/Tenant/Agent]

[Phone Number]

[Email Address]

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**ACKNOWLEDGED AND AGREED:**

Escrow Agent Signature: \_\_\_\_\_

Printed Name: [Insert Name]

Date: [Insert Date]