

{Date} {Escrow Agent Name} {Escrow Company Name} {Address} {City, State, Zip} Re:
Letter of Instruction for Release of Good Faith Deposit Escrow Number: {Escrow Number}
Property Address: {Property Address} To Whom It May Concern, This letter serves as formal
instruction to [Escrow Company Name] to release the Good Faith Deposit currently held in
escrow for the above-referenced transaction. The purchase agreement dated {Date of
Agreement} between {Buyer Name(s)} and {Seller Name(s)} has been terminated in accordance
with the terms of the contract due to {Reason for Termination, e.g., failure of inspection
contingency / financing contingency}. The parties hereby instruct you to: 1. Disburse the full
deposit amount of \${Amount} to {Recipient Name}. 2. Send the funds via {Check or Wire
Transfer} to the following address/account: {Mailing Address or Bank Wire Instructions} By
signing below, the Buyer and Seller release each other and the Escrow Agent from any further
liabilities or obligations regarding this deposit. Sincerely, {Buyer Signature} {Buyer Printed
Name} {Date} {Seller Signature} {Seller Printed Name} {Date}