

Date: [Insert Date]

To: [Escrow Agent Name/Company]

Address: [Escrow Agent Address]

Attn: [Contact Person Name]

RE: Letter of Instruction for Intellectual Property Escrow - [Project Name/Reference Number]

Dear [Escrow Agent Name],

This letter serves as formal instruction regarding the transfer of Intellectual Property (IP) currently held in escrow pursuant to the agreement dated [Date of Original Escrow Agreement] between [Name of Assignor/Seller] ("Assignor") and [Name of Assignee/Buyer] ("Assignee").

1. Description of Intellectual Property:

The IP subject to this instruction includes: [List specific assets, e.g., Source Code, Patents, Trademarks, Design Files, or Reference Schedule A].

2. Release Conditions:

The Escrow Agent is hereby instructed to release the IP materials to the Assignee upon the occurrence of the following event: [Insert Condition, e.g., Confirmation of final payment / Expiration of inspection period / Written consent from both parties].

3. Delivery Instructions:

Upon satisfaction of the Release Conditions, please deliver the IP materials to:

Recipient Name: [Name]

Method of Delivery: [e.g., Secure Digital Transfer / Physical Media via Courier]

Delivery Address/Email: [Insert Details]

4. Termination of Escrow:

Following the successful transfer and confirmation of receipt by the Assignee, the Escrow Agent's obligations regarding these specific materials shall be considered fulfilled, and the escrow account for this matter shall be closed.

5. Fees:

Any outstanding escrow fees shall be paid by [Assignor/Assignee/Shared Equally] prior to the release of the IP.

Please acknowledge receipt of these instructions by signing below.

Sincerely,

[Name of Authorized Representative]

For [Assignor/Seller Name]

[Name of Authorized Representative]
For [Assignee/Buyer Name]

Acknowledged by Escrow Agent:

Date: [Insert Date]