

Date: [Insert Date]

To: [Escrow Agent Name/Company Name]

Address: [Insert Address]

Attention: [Insert Contact Person Name]

RE: Letter of Instruction for Escrow Fund Disbursement and Settlement

Escrow Account Number: [Insert Account Number]

Property/Matter Reference: [Insert Reference Details]

To Whom It May Concern,

Pursuant to the Escrow Agreement dated [Insert Date], the undersigned parties hereby irrevocably authorize and instruct you to disburse the funds currently held in escrow according to the following settlement schedule:

1. Disbursement Details:

- **Payee Name:** [Insert Name]
Amount: \$[Insert Amount]
Payment Method: [Wire Transfer / Check]
Account/Routing Info: [Insert Details if applicable]
- **Payee Name:** [Insert Name]
Amount: \$[Insert Amount]
Payment Method: [Wire Transfer / Check]
Account/Routing Info: [Insert Details if applicable]

2. Conditions of Release:

The parties confirm that all conditions precedent to the release of these funds have been satisfied or waived. This disbursement shall constitute a full and final settlement of the escrow obligations regarding [Insert Specific Obligation].

3. Final Account Status:

Upon completion of the above disbursements, the Escrow Agent is instructed to [Close the Account / Maintain a Remaining Balance of \$X.XX] and provide a final accounting statement to all signing parties.

Please acknowledge receipt of these instructions and provide a confirmation once the disbursements have been processed.

Sincerely,

[Party A Signature]

[Printed Name]

[Title/Capacity]

[Party B Signature]

[Printed Name]

[Title/Capacity]