

Date: [Insert Date]

To: [Insert Name of Escrow Agent/Law Firm/Trustee]

Address: [Insert Address]

City, State, Zip: [Insert City, State, Zip]

RE: Letter of Instruction for Disbursement of Trust Account Funds

Property Address: [Insert Full Property Address]

File/Escrow Number: [Insert Number]

To Whom It May Concern,

The undersigned hereby authorizes and instructs you to disburse the funds held in trust for the real estate closing settlement of the above-referenced property in accordance with the following instructions:

1. Total Disbursement Amount: \$[Insert Total Amount]

2. Payee Information:

- **Payee Name:** [Insert Name of Recipient]
- **Amount to be Paid:** \$[Insert Amount]
- **Method of Delivery:** [Check / Wire Transfer]

3. Wire Instructions (if applicable):

- **Bank Name:** [Insert Bank Name]
- **Account Holder Name:** [Insert Name]
- **Routing Number:** [Insert 9-Digit Number]
- **Account Number:** [Insert Account Number]

These disbursements are to be made upon the successful closing and recording of the deed for the subject property, and in conjunction with the final Settlement Statement/Closing Disclosure executed by all parties.

Please contact me immediately at [Insert Phone Number] if there are any discrepancies or if further verification is required.

Sincerely,

[Insert Printed Name]

[Insert Title, e.g., Seller/Buyer/Authorized Signatory]

Notary Acknowledgement (Optional/If Required):

State of _____, County of _____

Subscribed and sworn to before me this ____ day of _____, 20__.

Notary Public