

[Date]

[Escrow Agent Name]

[Title]

[Escrow Company Name]

[Company Address]

[City, State, Zip Code]

RE: Instruction to Close Escrow and Disburse Funds

Property Address: [Full Property Address]

Escrow Number: [Escrow/File Number]

Closing Date: [Settlement Date]

To [Escrow Agent Name],

This letter serves as formal authorization and instruction to close the escrow account associated with the property mentioned above, following the successful final settlement and transfer of title.

Please perform the following actions:

- Disburse all remaining funds in accordance with the final signed Settlement Statement (HUD-1 or Closing Disclosure).
- Ensure all outstanding liens, taxes, and service fees have been paid in full.
- Distribute brokerage commissions as per the existing commission instructions.
- Refund any remaining overages to the [Buyer/Seller] at the following address: [Forwarding Address].

Once all disbursements are complete and the account balance is zero, please provide a final accounting statement and formal notice of account closure for our records.

If you require any additional documentation, please contact me directly at [Broker Phone Number] or [Broker Email].

Sincerely,

[Signature]

[Broker Name]

[Brokerage Firm Name]

[License Number]