

**Date:** [Insert Date]

**To:** [Escrow Agent Name/Company Name]

**Address:** [Escrow Agent Address]

**Escrow Account Number:** [Insert Number]

**Subject: Joint Authorization to Close Escrow Account and Disburse Funds**

To Whom It May Concern,

This letter serves as formal joint authorization from the undersigned parties to close the above-referenced escrow account. The transaction associated with this account has been completed to the satisfaction of both parties.

Pursuant to the terms of the Escrow Agreement, please proceed with the final disbursement of the remaining funds as follows:

- **Amount to [Party A Name]:** \$[Insert Amount] via [Wire/Check]
- **Amount to [Party B Name]:** \$[Insert Amount] via [Wire/Check]
- **Escrow Fees/Costs:** \$[Insert Amount] to be deducted from [Specify Source]

Upon the successful disbursement of these funds, the Escrow Agent is hereby released from any further obligations or liabilities regarding this account. The account shall be considered officially closed.

Sincerely,

**[Party A Name/Company]**

**[Party B Name/Company]**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

Date: \_\_\_\_\_

Date: \_\_\_\_\_