

[Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

RE: Authorization for Deductions and Settlement of Closing Costs

To Whom It May Concern,

I, [Your Full Name], hereby authorize [Company Name/Escrow Agent] to deduct the necessary funds from the [Sale/Loan] proceeds of the property located at [Property Address].

The authorized deductions include, but are not limited to, the following closing costs:

- Outstanding Mortgage Payoffs
- Property Taxes and Assessments
- Brokerage Commissions
- Title Insurance and Escrow Fees
- Legal and Recording Fees
- [Additional Specific Deduction]

I acknowledge that I have reviewed the preliminary settlement statement and agree to the itemized charges listed therein. Please apply these deductions directly to the final balance at the time of closing.

If there are any adjustments to these amounts, please notify me immediately for further approval.

Sincerely,

[Signature]

[Printed Name]

[Phone Number]