

[Date]

[Escrow Agent Name]

[Escrow Company Name]

[Address]

[City, State, Zip Code]

RE: Authorization to Release Escrow Funds and Loan Payoff

Project Name: [Project Name/Reference]

Loan Number: [Loan Number]

Property Address: [Property Address]

To Whom It May Concern,

This letter serves as formal notification that the construction loan for the above-referenced property has reached maturity. All construction activities have been completed, and the final inspection has been approved.

As the Lender, we hereby authorize the release of the remaining escrow funds currently held in the account [Escrow Account Number]. Please process the disbursement as follows:

- **Payoff Amount:** \$[Amount] to be applied to the outstanding principal and interest.
- **Remaining Balance:** \$[Amount] to be released to [Recipient Name/Borrower].

Please ensure that all final lien waivers have been collected and verified prior to the release of these funds. Upon completion of this transaction, please provide a final closing statement to all parties involved.

If there are any discrepancies or further requirements, please contact [Contact Name] at [Phone Number] or [Email Address] immediately.

Sincerely,

[Signature]

[Typed Name]

[Title]

[Lending Institution Name]

cc: [Borrower Name]

[Title Company/Legal Counsel]