

Date: [Insert Date]

To: [Escrow Agent Name/Company]

Address: [Escrow Company Address]

Escrow Number: [Insert Escrow Number]

Re: Authorization for Lien Release and Disbursement of Funds

Property Address: [Insert Property Address]

To Whom It May Concern,

This letter serves as formal notification that the outstanding lien held by [Lienholder Name] against the above-referenced property, recorded as [Recording/Document Number], has been satisfied or will be satisfied through the closing of this escrow account.

Upon receipt of the payoff amount of \$[Insert Amount], [Lienholder Name] hereby authorizes the following:

- The full release and discharge of the lien on the property.
- The execution and recording of a formal Release of Lien / Satisfaction of Mortgage in the public records of [Insert County/State].

The Escrow Agent is hereby instructed to disburse the funds via [Wire Transfer/Check] according to the following instructions:

Payee Name: [Insert Payee Name]

Bank Name: [Insert Bank Name]

Account Number: [Insert Account Number]

Routing Number: [Insert Routing Number]

By accepting these funds, the undersigned confirms that all financial obligations related to this lien have been met and no further claims shall be made against the property or the parties involved in this transaction.

Sincerely,

[Authorized Signature]

[Printed Name and Title]

[Lienholder Entity Name]

Notary Acknowledgement (If required):

State of _____, County of _____

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

Notary Public