

Date: [Insert Date]

To: [Mortgage Servicer Name]  
Attn: Escrow Department  
[Servicer Address]  
[City, State, Zip Code]

Re: Final Authorization for Property Tax Disbursement

Borrower Name(s): [Insert Borrower Names]  
Loan Number: [Insert Loan Number]  
Property Address: [Insert Full Property Address]  
Parcel ID / Tax ID: [Insert Parcel ID Number]

To Whom It May Concern,

I am writing to formally authorize [Mortgage Servicer Name] to disburse the final property tax payment from my escrow account. This request is being made in connection with the [Full Payoff / Closing] of the above-referenced mortgage loan.

Please process the disbursement for the following tax installment:

- Tax Year: [Insert Year]
- Payment Period: [e.g., Final Installment / Q4]
- Estimated Amount: \$[Insert Amount]
- Payable To: [Insert Name of Taxing Authority]

I understand that any remaining balance in my escrow account after this final disbursement and the completion of the loan payoff should be refunded to me at the mailing address provided below within the legally required timeframe.

Should there be any issues or insufficient funds to cover this final payment, please contact me immediately at [Insert Phone Number] or [Insert Email Address].

Mailing Address for Escrow Refund:  
[Insert Future Mailing Address]  
[City, State, Zip Code]

Sincerely,

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[Borrower Signature]

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[Co-Borrower Signature, if applicable]