# SAMPLE LETTER - RELEASE OF FUNDS HELD IN ESCROW

## USE DISTRICT LETTERHEAD

(Date)

(Escrow Agent’s Name)

(Address)

(City, State, Zip Code)

Subject: Release of Funds in Escrow

 (County, Route, Project, Parcel)

Dear (Escrow Agent’s Name):

Please be advised that the former owners of Parcel No. have surrendered possession of said parcel in accordance with the Escrow Agreement dated , 2000. (Commitment No. )

You are hereby authorized to release the balance of the purchase price ($ ) to the grantors as provided by this agreement. Please furnish this office with a copy of the letter transmitting the possession money to the former property owners.

The former owners of the parcel can be reached at the following address:

 (name)

(address)

Sincerely,

(name and title)

cc: (former owners)