

Letter of Clarification for Escrow Account Disbursement

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to clarify the details regarding the disbursement of funds from the escrow account related to [Property Address / Transaction Description].

The initial agreement outlined that the funds held in the escrow account are to be disbursed under the following conditions:

- [Condition 1]
- [Condition 2]
- [Condition 3]

As of [Insert Date], the conditions specified have been met, and I kindly request the release of the funds amounting to [Amount] for [Reason for Disbursement].

Please find the attached [Any Supporting Documents] to facilitate this process.

Thank you for your attention to this matter. I look forward to your prompt response and the necessary action regarding the disbursement.

Sincerely,

[Your Name]