

Final Payment Request for Retainage Release

Date: [Insert Date]

[Your Name]
[Your Company Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Recipient Name]
[Recipient Company Name]
[Recipient Address]
[City, State, Zip Code]

Dear [Recipient Name],

This letter serves as a formal request for the release of retainage related to our subcontract for [Project Name], located at [Project Address]. As of [completion date], all work has been completed in accordance with the contract specifications.

According to our agreement, there has been a retainage of [amount or percentage] held back. We believe all conditions for the release of this retainage have been met. Attached are the necessary documents supporting this request, including:

- Final invoice
- Certificate of Completion
- Lien Waivers
- Any other relevant documentation

We kindly request that the retainage amount of [amount] be released to us within [number of days] days from the receipt of this letter. Should you have any questions or require further information, please do not hesitate to contact me at [your phone number] or [your email address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Title]
[Your Company Name]