

Escrow Release Request

Date: [Insert Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request the release of funds from the escrow account established for the renovation of [Property Address]. According to our agreement, the approved budget for the renovations is [Insert Amount], and I am seeking the release of [Insert Amount] for the completion of the following work:

- [Detail of work 1]
- [Detail of work 2]
- [Detail of work 3]

All necessary documentation, including invoices and progress reports, have been attached for your review. We have met all stipulated conditions for the release of these funds and are eager to continue with the approved renovations.

Please let us know if you require any further information or documentation in order to process this request. We appreciate your prompt attention to this matter and look forward to your favorable response.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]