

Payment Release Request

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Request for Payment Release for Final Work - [Project Name/Contract Number]

I am writing to formally request the release of the final payment for the completed work under the contract dated [Contract Date] for the project [Project Name]. All deliverables have been met as per the agreement, and the final inspection was conducted on [Inspection Date], with satisfactory results.

The total amount due is [Total Amount], which was due on [Due Date]. Kindly release the payment at your earliest convenience. Enclosed are the necessary documents including the invoice and a summary of the completed work for your review.

Thank you for your prompt attention to this matter. Should you have any questions or require further information, please do not hesitate to contact me.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]