

Escrow Fund Release Request

Date: [Insert Date]

[Escrow Agent's Name]

[Escrow Company Name]

[Escrow Company Address]

[City, State, Zip Code]

Dear [Escrow Agent's Name],

Subject: Request for Release of Escrow Funds

We are writing to formally request the release of escrow funds related to the sale of [Business Name], in accordance with the terms outlined in the escrow agreement dated [Insert Date of Agreement].

As of today, all conditions precedent to the release of the funds have been met, including but not limited to:

- Completion of the sale transaction between [Buyer's Name] and [Seller's Name].
- Receipt of necessary approvals and documentation.
- Confirmation of the transfer of ownership.

We kindly request that you release the escrow amount of [Insert Amount] to the seller [Seller's Name] as per the instructions detailed in the escrow agreement.

Should you require any additional documentation or further confirmation, please do not hesitate to contact us at [Your Contact Information].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Phone Number]

[Your Email Address]