

Escrow Fund Release Request

Date: [Insert Date]

To:

[Escrow Agent's Name]

[Escrow Company Name]

[Company Address]

[City, State, Zip Code]

Subject: Request for Release of Escrow Funds for Construction Project

Dear [Escrow Agent's Name],

I hope this message finds you well. I am writing to formally request the release of escrow funds for the construction project titled [Project Name], with escrow account number [Escrow Account Number].

As per the agreement dated [Agreement Date], the following conditions have been met, warranting the release of funds:

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

We kindly ask that you release the amount of [Amount] to [Recipient Name or Company] at your earliest convenience. Attached to this letter are the necessary documents supporting this request, including [list any attached documents, e.g., invoices, completion certificates].

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 at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]