

# Escrow Fund Release Request for Equipment Purchase

Date: [Insert Date]

To,

[Escrow Agent's Name]

[Escrow Company Name]

[Escrow Company Address]

[City, State, Zip Code]

Subject: Request for Release of Escrow Funds

Dear [Escrow Agent's Name],

I hope this message finds you well. I am writing to formally request the release of funds held in escrow for the purchase of equipment as per our escrow agreement dated [Insert Agreement Date].

Details of the transaction are as follows:

- **Buyer:** [Buyer's Name]
- **Seller:** [Seller's Name]
- **Escrow Account Number:** [Escrow Account Number]
- **Equipment Description:** [Description of Equipment]
- **Amount to Release:** [Amount]

In compliance with the terms of our agreement, all conditions for the release of funds have been met. Attached are the relevant documents including the invoice and delivery receipt for your reference.

Please proceed with the disbursement at your earliest convenience. Should you require any further information or documentation, feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]