

# Escrow Fund Release Request Letter

Date: [Insert Date]

To,

[Escrow Agent's Name]

[Escrow Company Name]

[Address]

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 online sale of [describe the item or service sold], under the escrow agreement dated [insert date of agreement].

The sale has been completed as per the agreed terms and conditions, and all parties involved have fulfilled their obligations. The details of the transaction are as follows:

- Transaction ID: [Insert Transaction ID]
- Buyer's Name: [Insert Buyer's Name]
- Seller's Name: [Insert Seller's Name]
- Sale Amount: [Insert Sale Amount]

Kindly release the escrow funds of [insert amount] to [insert recipient details] at your earliest convenience. Attached are the necessary documents for your reference. If you have any questions or require further information, please do not hesitate to contact me.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Address]

[Your Phone Number]

[Your Email Address]