

Escrow Fund Release Request

Date: [Insert Date]

To: [Escrow Agent's Name]

[Escrow Company Name]

[Escrow Company Address]

Subject: Request for Release of Escrow Funds

Dear [Escrow Agent's Name],

I hope this message finds you well. I am writing to request the release of escrow funds in accordance with the service contract dated [Insert Date of Contract] between [Your Name/Company Name] and [Service Provider's Name/Company Name].

As per the terms outlined in the contract, the services have been satisfactorily completed, and all necessary documentation has been provided for your review. The details of the escrow funds are as follows:

- Amount to be released: [Insert Amount]
- Escrow Account Number: [Insert Account Number]
- Contract Reference Number: [Insert Reference Number]

We kindly request that you proceed with the disbursement of the funds to the designated recipient, [Service Provider's Name/Company Name], at your earliest convenience.

If you require any additional information or documentation to process this request, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[Your Phone Number]

[Your Email Address]