

[Date]

[Escrow Officer Name]

[Escrow Company Name]

[Address]

[City, State, Zip Code]

**RE: Request for Release of Escrow Holdback Funds**

**Property Address:** [Full Property Address]

**Escrow/File Number:** [Number]

**Holdback Amount:** \$[Amount]

Dear [Escrow Officer Name],

I am writing to formally request the release of the funds currently held in escrow regarding the property mentioned above.

Per the Escrow Holdback Agreement dated [Date], the following conditions for release have been met:

- [Item 1: e.g., Completion of roof repairs]
- [Item 2: e.g., Final municipal inspection passed]
- [Item 3: e.g., Submission of contractor lien waivers]

Attached to this letter, please find the required documentation verifying the completion of these items, including [list attached documents, e.g., receipts, photos, or signed inspection reports].

Please confirm receipt of this request and provide an estimated timeline for the disbursement of the funds. Should you require any additional information, please contact me at [Phone Number] or [Email Address].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Mailing Address for Check, if applicable]