Company Name

[Recipient name]
[Company name]
[Street Address]
[City], [State] [Zip Code]

[Date]

[Mr./Ms.] [Last Name]:

Please accept this letter as a formal request to release payment in the amount of [insert amount] from the funds that are being held in escrow pending the completion of the purchase transaction for [specify what the funds are paying for] between [insert party 1] (buyer) and [insert party 2] dated [insert date] (seller).

Attached you will find the final authorization, which has been signed by both parties and notarized, along with complete details regarding how the funds should be [specify transferred or sent]. The payment must be received no later than [insert time and date deadline].

Please let me know if I can be of additional assistance. You may reach me at [insert phone number] or [insert email address].

Regards,

[Signature]

[Your Name, Title]

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