

[Your Name]
[Your Position]
[Your Company Name]
[Company Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Position]
[Recipient's Company Name]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Retention Request for [Project Name]

I hope this message finds you well. I am writing to formally request the release of the retention funds associated with the [Project Name] completed on [Completion Date].

As per the terms outlined in our contract, the following conditions have been met:

1. All work has been completed to the satisfaction of the client.
2. Final inspections have been conducted and passed.
3. All required documentation has been submitted, including warranties and lien releases.

We kindly ask that you process the release of the retention amount of [Retention Amount] at your earliest convenience. If you require any additional documentation or have any questions, please do not hesitate to contact me.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Position]