**Request Letter for Fund Release from Company**

From,

Bob Smith

Manager

Zenith Technologies

New York.

Date: September 8th, 2021

To,

Mr. Gerard Knot

Managing Director

Mayfield Hotels

New York

Dear Mr. Gerard,

I am writing this letter with reference to the contract number 123/789 related to setting up the software for your new hotel at California. We are happy to inform you that the project is complete.

The purpose of writing this letter is to request you to kindly release the retention payment against contract number 123/789 that is hold by your company. I would also like to inform you that the total remaining payment is $ 25,000. I, therefore, request you to please assist us in having the retention amount released at the earliest.

Our company assures you that we will always be there to provide you with the best of our services and support.

Thanking in anticipation.

Sincerely,

Bob Smith

Manager

Zenith Technologies