

Date: [Insert Date]

Recipient Name: [Insert Name of Contractor/Payee]

Company Name: [Insert Company Name]

Address: [Insert Address]

Subject: Notice of Final Funds Release for Renovation Project

Dear [Insert Name],

This letter serves as formal notification that the renovation work at **[Insert Property Address]** has been inspected and approved as complete per the terms of our agreement dated **[Insert Contract Date]**.

Accordingly, the final payment is being released as follows:

- **Final Payment Amount:** \$[Insert Amount]
- **Method of Payment:** [Insert Method, e.g., Check, Wire Transfer]
- **Total Contract Value Paid:** \$[Insert Total Amount]

By accepting this final payment, you acknowledge that all contracted work has been performed to satisfaction and that all subcontractors, laborers, and material suppliers involved in this project have been paid in full. This payment constitutes a final settlement of all costs related to this renovation.

Please provide a signed "Waiver of Lien" or "Final Release of Liability" upon receipt of these funds.

Thank you for your services.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Contact Information]