Owner’s Authorized Representative

Address

City, State, Zip

Re: Retainage Escrow Account Information on ( **NAME OF PROJECT)**

Dear ,

In accordance with the provisions of Public Act 03-167 and Public Act 04-202 (Conn. Gen Stat. 42-158i et seq.) we are requesting a financial statement with respect to the escrow retainage account currently being maintained by you on the above indicated project. Failure to follow the provisions of these public acts can subject the owner to payment of interest and attorney’s fees.

We trust there will be no problems with adherence to these statutory requirements.

Sincerely,

Your Authorized Company Representative

cc: (general contractor)