

RETENTION RELEASE CERTIFICATE

[Company/Organization Name]

[Company Address]

[Contact Details]

Document No.: _____

Date: ____ / ____ / 20____

To:

[Contractor/Supplier Name]

[Contractor/Supplier Address]

Project: [Project Name/Description]

Contract No.: _____

Work Completion Date: ____ / ____ / 20____

This is to certify that the retention amount held for the above-mentioned project, as per the contract terms, has been released to the contractor/supplier following satisfactory completion of all works, including the defects liability period and fulfillment of contract conditions.

Retention Amount Released: [Amount]

Retention Release Date: ____ / ____ / 20____

Prepared By

Name: _____

Designation: _____

Signature: _____

Checked By

Name: _____

Designation: _____

Signature: _____

Approved By

Name: _____

Designation: _____

Signature: _____

Important Notes:

- The certificate confirms the release of retention money after successful completion of contractual obligations.
- All defects and pending works must be rectified prior to release.
- This document should be securely filed for future contractual reference.
- Ensure all values and details are accurately filled before signing.
- This certificate may be required for final settlements and audits.