Date: [Insert Date]

To: [Recipient Name/Financial Institution Name]
Address: [Insert Address]
Attention: [Insert Department or Contact Person]

RE: NOTICE OF UNAPPROVED CONSTRUCTION DRAW DISBURSEMENT

Project Name: [Insert Project Name]
Loan/Contract Number: [Insert Number]
Property Address: [Insert Property Address]

Dear [Insert Name],

This letter serves as formal notice regarding an unapproved disbursement of funds from the construction draw account associated with the aforementioned project. It has come to our attention that a draw in the amount of $[Insert Amount] was processed on [Insert Date] without the required authorizations.

According to the terms of our agreement, all disbursements must be preceded by:

- Signed authorization from the owner/project manager.
- A verified inspection of the work completed.
- Submission of valid lien waivers from subcontractors and suppliers.

The disbursement in question is considered unapproved because [Insert Reason, e.g., missing signature, work not completed, or lack of documentation].

We request that you immediately provide a detailed explanation for this disbursement and halt any further draw requests until this matter is reconciled. Please contact [Insert Contact Name] at [Insert Phone Number] or [Insert Email] within [Insert Number] business days to discuss the corrective actions required.

Sincerely,

[Your Signature]

[Your Printed Name]
[Your Title/Company]
[Your Phone Number]