

[Date]

[Lender Name]

[Lender Address]

[City, State, Zip Code]

RE: Final Draw Request and Loan Payoff Notification

Loan Number: [Insert Loan Number]

Property Address: [Insert Project Address]

To Whom It May Concern,

This letter serves as a formal request for the final disbursement (Draw #[Number]) regarding the construction loan referenced above. The construction phase is now complete, and the project has reached its final inspection milestone.

Please find the following documents attached for your review and processing:

- Final Draw Request Form and Budget Breakdown
- Final Lien Waivers from all General Contractors and Subcontractors
- Copy of the Certificate of Occupancy (CO)
- Final Inspection Report

In addition to the final draw, please provide a formal **Payoff Statement** for this loan, as it is approaching its maturity date of **[Insert Maturity Date]**. The payoff statement should include:

- The remaining principal balance after the final draw is funded.
- Accrued interest through the anticipated payoff date of [Insert Date].
- Any applicable discharge fees or administrative costs.
- Wiring instructions for the final settlement.

Our intention is to satisfy the balance of this construction loan via [Refinance into Permanent Financing / Sale of Property / Cash Liquidation].

Please contact me at [Phone Number] or [Email Address] if you require any additional documentation to close out this file.

Sincerely,

[Borrower Signature]

[Borrower Printed Name]