

Date: [Insert Date]

To: [Recipient Name/Contractor Name]

Company: [Company Name]

Address: [Street Address, City, State, Zip Code]

Subject: NOTICE OF DELAY IN RELEASE OF CONSTRUCTION DRAW FUNDS

Dear [Recipient Name],

This letter serves as formal notification regarding a delay in the release of Draw Request #[Insert Draw Number] for the construction project located at [Project Address/Site Location].

The release of funds, originally scheduled for [Original Scheduled Date], has been delayed due to the following reason(s):

- [Reason 1: e.g., Pending site inspection results]
- [Reason 2: e.g., Missing lien waivers or documentation]
- [Reason 3: e.g., Discrepancy in percentage of completion]

We are currently working to resolve these matters. We anticipate that the funds will be authorized for release on or before [Expected New Date].

To expedite this process, please provide the following outstanding items (if applicable):

- [Item 1]
- [Item 2]

We apologize for any inconvenience this may cause and appreciate your patience as we finalize the necessary verifications.

Should you have any questions regarding this delay, please contact [Contact Person Name] at [Phone Number] or [Email Address].

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title/Organization]