

[Date]

[Lender/Bank Name]

[Department Name]

[Street Address]

[City, State, Zip Code]

RE: Final Construction Draw Request

Loan Number: [Insert Loan Number]

Project Address: [Insert Property Address]

Borrower Name: [Insert Borrower Name]

To Whom It May Concern,

This letter serves as a formal request for the final disbursement of funds from the construction loan referenced above. The construction project is now 100% complete in accordance with the approved plans and specifications.

Please find the following documents attached to facilitate this final release:

- Final Inspection Report or Certificate of Occupancy.
- Final Lien Waivers from the General Contractor and all major subcontractors.
- Final Draw Schedule and Invoice Summary.
- Owner's Affidavit of Completion.

We request that the remaining balance of \$[Insert Amount], including any withheld retainage, be released via [Wire Transfer/Check] to [Payee Name].

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

Sincerely,

[Signature]

[Printed Name of Borrower/Authorized Representative]

[Title, if applicable]

Acknowledgment of General Contractor:

I hereby certify that the work is complete and all subcontractors and vendors have been paid or will be paid from these final funds.

[Contractor Name/Company]