

Date: [Insert Date]

[Lender Name/Bank Name]

[Loan Officer Name]

[Department Name]

[Address Line 1]

[City, State, Zip Code]

RE: Initial Construction Draw Request

Loan Number: [Insert Loan Number]

Project Address: [Insert Property Address]

To Whom It May Concern,

This letter serves as a formal request for the release of the initial draw funds for the construction project located at the address mentioned above.

The purpose of this initial draw is to cover costs related to: [e.g., Mobilization, site preparation, permits, and foundation materials].

Please find the following supporting documentation attached for your review:

- Completed Draw Request Form
- Itemized Budget/Schedule of Values
- Invoices from subcontractors and suppliers
- Signed Lien Waivers (Conditional)
- Photos of current site progress

Total Amount Requested: \$[Insert Amount]

Please disburse the funds via [Wire Transfer/Check] to the following account:

Account Name: [Insert Name]

Account Number: [Insert Number]

Routing Number: [Insert Number]

Please notify me once the inspection is scheduled or if you require any further information to process this disbursement.

Sincerely,

[Your Name/Signature]

[Your Title/Company Name]

[Your Phone Number]