

Date: [Current Date]

[Borrower Name]

[Borrower Address]

[City, State, Zip Code]

Re: Outstanding Conditions for Draw Request #[Number] - Loan #[Loan Number]

Dear [Borrower Name],

We have reviewed your recent request for a construction fund draw. At this time, the funds cannot be released due to the following outstanding conditions that must be met:

- **Inspection Report:** [Status of site inspection or required photos]
- **Lien Waivers:** [List specific contractors or subcontractors missing waivers]
- **Invoices/Receipts:** [List missing documentation for materials or labor]
- **Permits/Approvals:** [List any required municipal sign-offs]
- **Title Update:** [Status of required title search or endorsement]
- **Other:** [Specify any other missing items]

Please provide the requested documentation or complete the actions listed above so we may proceed with the disbursement. Once these items are received and verified, funds will be released within [Number] business days.

If you have any questions, please contact your Loan Officer at [Phone Number] or [Email Address].

Sincerely,

[Sender Name]

[Title]

[Financial Institution/Company Name]