

Date: [Date]

To: [Lender/Bank Name]

Attn: [Loan Officer Name/Disbursement Department]

Address: [Lender Address]

RE: Request for Partial Release of Construction Funds

Loan Number: [Loan Reference Number]

Project Address: [Property Address]

Dear [Contact Name],

This letter serves as a formal request for a partial release of funds from the construction loan account associated with the project mentioned above. This request corresponds to **Draw Number [Insert Number]**.

Funding Details:

- Total Amount Requested: \$[Amount]
- Phase of Completion: [e.g., Foundation, Framing, Rough-in Plumbing]
- Payee: [Contractor Name or Account Holder]

Documentation Attached:

- Itemized invoice and cost breakdown.
- Executed Lien Waivers for the work completed to date.
- Updated Schedule of Values.
- [Optional: Photos of progress or Inspection Report].

The work for which this draw is being requested has been completed in accordance with the approved plans and specifications. Please process this disbursement via [Check/Wire Transfer] to the following account:

Account Name: [Name]

Account Number: [Number]

Routing Number: [Number]

Should you require an on-site inspection or further documentation, please contact me at [Phone Number] or [Email].

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title, if applicable]