

Contractor Mortgage Draw Request for Change Orders

Date: **[Insert Date]**

To: **[Lender's Name]**

[Lender's Address]

[City, State, Zip Code]

Dear [Lender's Name],

We are writing to formally request a draw on the mortgage for the project located at **[Project Address]**. This request is specifically for the change orders that have been completed as part of the ongoing construction.

Details of Change Orders:

- **Change Order #1:** [Brief Description] - Amount: \$[Amount]
- **Change Order #2:** [Brief Description] - Amount: \$[Amount]
- **Change Order #3:** [Brief Description] - Amount: \$[Amount]

Total Amount Requested: **[\$Total Amount]**

Attached are the supporting documents including the signed change orders, invoices, and any other necessary documentation for your review.

Please process this request at your earliest convenience. If you have any questions or need further information, feel free to contact me at **[Your Phone Number]** or **[Your Email Address]**.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]