

Draw Request for Inspection Approval

Date: [Insert Date]

To: [Lender's Name]

[Lender's Company Name]

[Lender's Address]

[City, State, Zip Code]

Dear [Lender's Name],

I hope this message finds you well. I am writing to formally request a draw on the mortgage funds related to the construction project located at [Project Address]. As per our agreement, I would like to initiate the draw request for the approved amount based on the completed work to date.

The following work has been completed as of [Date of Completion]:

- [Description of Work Completed 1]
- [Description of Work Completed 2]
- [Description of Work Completed 3]

Attached you will find the necessary documentation, including:

- Invoices for work completed
- Signed agreement for the draw request
- Photographic evidence of completed work

I kindly request that an inspection be scheduled at your earliest convenience to verify the completion of these items. Upon your approval, I would appreciate the prompt processing of the draw request to facilitate our ongoing progress.

Thank you for your attention to this matter. Please do not hesitate to contact me at [Your Phone Number] or [Your Email Address] should you need any further information.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]