

# Contractor Mortgage Draw Request

Date: [Insert Date]

To: [Lender's Name]

[Lender's Address]

[City, State, Zip Code]

Subject: Draw Request for [Property Address]

Dear [Lender's Name],

I hope this message finds you well. I am writing to formally request a draw on the mortgage for the aforementioned new construction project located at [Property Address].

According to our agreed-upon payment schedule and the progress made to date, we are submitting this request for the following amount: \$[Requested Amount].

Progress to date includes:

- [Description of completed work 1]
- [Description of completed work 2]
- [Description of completed work 3]

Please find attached the necessary documentation, including:

- Invoice for completed work
- Proof of inspection (if applicable)
- Progress photographs

If you require any additional information or further documentation, please do not hesitate to contact me directly at [Your Phone Number] or [Your Email Address].

Thank you for your prompt attention to this matter. I look forward to your response.

Sincerely,

[Your Name]

[Your Title/Position]

[Contractor Company Name]

[Company Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]