

Contractor Mortgage Draw Request

Date: [Insert Date]

To: [Lender's Name]

[Lender's Address]

[City, State, Zip Code]

Re: Draw Request for [Project Name/Address]

Dear [Lender's Name],

I am writing to formally request the release of funds for the next draw of the mortgage for the project located at [Project Address]. This request is for the completion of [specific stage or milestone, e.g., framing, foundation, etc.].

The following work has been completed:

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

Attached are supporting documents including:

- [Invoice/Receipts]
- [Photos of completed work]
- [Inspection reports]

According to our agreement, the amount requested is [amount] and I kindly ask that the funds be released at your earliest convenience.

Thank you for your attention to this matter. If you require any further information, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Address]

[City, State, Zip Code]