

Construction Loan Draw Submission Guidelines

Dear [Borrower Name],

We appreciate your continued partnership with [Lender Name]. As you progress with your construction project, please adhere to the following guidelines for submitting draw requests:

Submission Procedure

1. Complete the Draw Request Form attached to this letter.
2. Provide necessary documentation including invoices, receipts, and contractor statements.
3. Submit your request via email to [Email Address] or via our online portal.

Documentation Requirements

- Clear copies of all related invoices.
- Progress photos showing completed work.
- Proof of payment for prior draws.

Review and Approval

All submissions will be reviewed within [X] business days. You will be notified via email regarding the status of your request.

Contact Information

If you have questions regarding this process, please do not hesitate to reach out to our Customer Service Team at [Phone Number] or [Email Address].

Thank you for your attention to these guidelines, and we look forward to supporting your project's success.

Sincerely,
[Your Name]
[Your Title]
[Lender Name]