

**Date:** [Insert Date]

**To:** [Lender Name / Mortgage Company]

**Loan Number:** [Insert Loan Number]

**Property Address:** [Insert Full Property Address]

**Subject: Authorization for Clear to Close**

Dear [Underwriter Name or Closing Department],

I am writing to formally authorize the "Clear to Close" for the mortgage loan referenced above. I have reviewed the final loan approval conditions and confirm that all requested documentation has been submitted.

Please proceed with the following actions:

- Issue the final Closing Disclosure (CD) for my review.
- Coordinate with the title company/closing agent to schedule the signing appointment.
- Release the loan documents to the settlement agent.

The preferred date for closing is [Insert Date] at [Insert Time]. The closing will take place at the offices of [Insert Title Company Name].

Should you require any final information, please contact me immediately at [Insert Phone Number] or [Insert Email Address].

Sincerely,

[Borrower Signature]

[Borrower Printed Name]

[Co-Borrower Signature (if applicable)]

[Co-Borrower Printed Name]