

Date: [Date]

To: [Borrower Name(s)]

Address: [Borrower Address]

Subject: Mortgage Pre-Approval

Dear [Borrower Name],

We are pleased to inform you that [Lending Institution Name] has pre-approved you for a mortgage loan to purchase a residential property. This decision is based on a preliminary review of your credit report, income documentation, and financial assets.

Loan Terms and Details:

- **Maximum Loan Amount:** \$[Amount]
- **Loan Program:** [e.g., Conventional, FHA, VA]
- **Interest Rate:** [Rate]% (Subject to market fluctuations)
- **Loan Term:** [e.g., 30 Years]
- **Down Payment Required:** [Percentage or Amount]

This pre-approval is subject to the following conditions:

1. Execution of a fully signed purchase agreement for a property.
2. A satisfactory property appraisal that meets our loan-to-value requirements.
3. A final review of your financial situation prior to closing (employment verification, credit update).
4. Evidence of sufficient homeowner's insurance coverage.

This letter is valid until [Expiration Date]. Please contact us once you have found a property so we may begin the final underwriting process.

Sincerely,

[Loan Officer Name]

[Title]

[Lending Institution Name]

[NMLS ID Number]

[Phone Number]