

[Bank Name]  
[Bank Address]  
[City, State, Zip Code]

[Date]

[Borrower Name]  
[Borrower Address]  
[City, State, Zip Code]

**Subject: Approval of Fixed-Rate Option for Your Home Equity Line of Credit**

Dear [Borrower Name],

We are pleased to inform you that your request to exercise a Fixed-Rate Option on your Home Equity Line of Credit (HELOC), account number ending in [Last 4 Digits], has been approved.

The details of your fixed-rate portion are as follows:

- **Fixed Amount:** \$[Amount]
- **Interest Rate:** [Rate]%
- **Term Length:** [Number of Months/Years]
- **Monthly Payment (Principal & Interest):** \$[Amount]
- **Effective Date:** [Date]

The remaining available balance on your variable-rate HELOC will continue to accrue interest at the current index plus your margin, as outlined in your original agreement. Please note that while this portion of your balance is fixed, your overall monthly minimum payment may change if you carry an additional balance on the variable portion of your line.

Please review the enclosed documents for the full terms and conditions of this fixed-rate lock. To finalize this option, you must sign and return the attached confirmation form by [Expiration Date].

If you have any questions regarding your account or this approval, please contact our customer service department at [Phone Number].

Sincerely,

[Name/Signature]  
[Title]  
[Bank Name]