

Date: [Insert Date]

To: [Lender/Mortgage Company Name]

Loan Number: [Insert Loan Number]

Property Address: [Insert Full Property Address]

Subject: Authorization for Clear to Close

Dear [Contact Name or Underwriting Department],

I am writing to formally authorize the "Clear to Close" for the mortgage loan associated with the property listed above. All requested documentation has been submitted, and all prior-to-closing conditions have been satisfied to the best of my knowledge.

I hereby authorize [Title Company/Escrow Agent Name] to coordinate with your department to schedule the final signing appointment. Please release the final Closing Disclosure (CD) and the closing package to the settlement agent at your earliest convenience.

The preferred closing date is [Insert Date] at [Insert Time].

If there are any remaining requirements or outstanding items needed to finalize this authorization, please contact me immediately at [Insert Phone Number] or [Insert Email Address].

Thank you for your assistance in finalizing this transaction.

Sincerely,

[Your Signature]

[Your Printed Name]