

Date: [Date]

To: [Seller Name / Real Estate Agent Name]

Subject: Mortgage Pre-Qualification for Downsizing Purchase

Dear [Recipient Name],

This letter serves to confirm that **[Borrower Name(s)]** has been pre-qualified for a residential mortgage loan to facilitate their transition into a smaller primary residence.

Based on our preliminary review of their credit report, documented retirement income (including Social Security, pension, and/or distributions), and available liquid assets, they are qualified for the following terms:

- **Maximum Purchase Price:** \$[Amount]
- **Loan Amount:** \$[Amount]
- **Down Payment:** [Percentage]% (\$[Amount])
- **Loan Type:** [e.g., Conventional Fixed Rate / HECM for Purchase]

Financial Position:

The borrowers have demonstrated sufficient funds to cover the down payment and closing costs, largely sourced from [the anticipated proceeds of their current home sale / existing investment accounts]. This pre-qualification is based on a debt-to-income ratio that aligns with standard secondary market guidelines.

Conditions:

This letter is not a final loan commitment. Final approval is subject to a fully executed purchase contract, a satisfactory property appraisal, clear title, and verification of all financial data prior to closing.

We are prepared to move toward a timely closing once a property is secured. Should you have any questions regarding this pre-qualification, please contact me directly at [Phone Number].

Sincerely,

[Loan Officer Name]

[Title]

[Lending Institution]

[NMLS Number]