

DATE: [Date]

TO: [Builder Name/Sales Representative]

COMMUNITY: [Community Name/Lot Number]

SUBJECT: Letter of Pre-Qualification

Dear [Builder Name],

We have completed a preliminary review of the financial information provided by **[Borrower Name(s)]** for the purchase of a new home at **[Property Address or Lot Number]**.

Based on our review of their credit report, income documentation, and asset statements, the applicants are pre-qualified for a mortgage loan under the following terms:

- **Loan Program:** [e.g., Conventional, FHA, VA]
- **Purchase Price:** \$[Amount]
- **Loan Amount:** \$[Amount]
- **Down Payment:** [Percentage]% (\$[Amount])

This pre-qualification is based on current underwriting guidelines and is subject to the following conditions:

1. Verification of all updated financial documentation prior to closing.
2. A satisfactory appraisal of the subject property meeting all lender requirements.
3. No material change in the applicants' financial status, credit score, or employment.
4. Final underwriting approval and issuance of a binding loan commitment.

As a preferred lender for [Builder Name], we are committed to providing a streamlined closing process and will coordinate closely with your sales and construction teams.

Sincerely,

[Loan Officer Name]

[Title]

[NMLS Number]

[Lending Institution Name]

[Phone Number]

[Email Address]