

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Subject: NOTICE: Your Pre-Qualification for [Property Address/Type] Has Expired

Dear [Client Name],

We are writing to inform you that your mortgage pre-qualification for a vacation home purchase, issued on [Original Date], has officially expired.

Because interest rates and market conditions change frequently, pre-qualification letters are typically valid for [Number] days. To ensure you remain competitive in the current vacation home market, we need to update your file with your most recent financial information.

To renew your status, please provide the following updated documents:

- Most recent 30 days of pay stubs
- Most recent 2 months of bank statements
- Any changes to your current debt or asset portfolio

Once these items are received, we can issue a new letter immediately so you can continue your property search without delay.

Please contact me at [Phone Number] or [Email Address] to start the renewal process.

Sincerely,

[Your Name]

[Your Title]

[Company Name]