

[Date]

[Lender Name]

[Lender Address]

[City, State, Zip Code]

Re: Mortgage Authorization for [Employee Name]

To Whom It May Concern,

This letter serves to formally authorize and confirm that [Company Name] is sponsoring the corporate relocation of our employee, [Employee Name].

As part of our corporate relocation policy, [Company Name] has authorized the following assistance for the employee's home purchase at [New Property Address, if known, or New City/State]:

- Direct reimbursement of specific closing costs.
- Mortgage interest rate buy-down (if applicable).
- Shipment of household goods and temporary living expenses.
- [Additional Benefit, e.g., Lump sum relocation allowance].

We confirm that [Employee Name] is a full-time employee in good standing, currently holding the position of [Job Title]. Their current annual salary is [Amount], and their effective transfer date to our [New Location] office is [Date].

Please accept this letter as verification of the company's financial commitment to the relocation process. If you require further documentation or verbal verification, please contact our Human Resources department at [Phone Number] or [Email Address].

Sincerely,

[Authorized Signature]

[Printed Name]

[Title]

[Company Name]