

Date: [Date]

To: [Builder Name/Sales Representative]
Project/Community: [Community Name]
Subject: Mortgage Pre-Approval Letter

Dear [Builder Contact Name],

We are pleased to inform you that [**Borrower Name(s)**] has been pre-approved for a mortgage loan for the purchase of a new home with [Builder Name].

Based on a preliminary review of their credit report, income documentation, and financial assets, the applicants qualify for the following terms:

- **Loan Program:** [e.g., Conventional, FHA, VA]
- **Maximum Purchase Price:** \$[Amount]
- **Down Payment:** [Percentage or Dollar Amount]
- **Loan Amount:** \$[Amount]

This pre-approval is subject to the following conditions:

1. Execution of a formal purchase agreement with [Builder Name].
2. Satisfactory appraisal of the subject property.
3. Final verification of employment and financial status prior to closing.
4. No material change in the applicants' financial condition or credit score.

As a preferred lender for [Builder Name], we are committed to providing a streamlined process and ensuring a timely closing for this transaction. We look forward to working with you and the buyers.

If you have any questions, please contact me directly at [Phone Number] or [Email Address].

Sincerely,

[Loan Officer Name]
[NMLS Number]
[Lending Institution Name]