

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Phone Number]
[Your Email Address]

[Date]

[Lender/Officer Name]
[Financial Institution Name]
[Institution Address]
[City, State, Zip Code]

Subject: Request for Pre-Approval Extension - [Loan Reference Number]

Dear [Lender Name],

I am writing to formally request an extension of my mortgage pre-approval, which is currently set to expire on [Current Expiration Date].

I am still actively searching for a property that meets my requirements. Due to [briefly mention reason: current market conditions / limited inventory / specific search criteria], the process is taking longer than initially anticipated. I remain committed to securing financing through [Institution Name].

Please let me know what updated documentation you require to process this extension. I have attached my most recent [pay stubs / bank statements] to this letter for your review.

Thank you for your continued assistance. I look forward to receiving the updated pre-approval letter.

Sincerely,

[Your Signature]

[Your Printed Name]