

[Your Name]
[Your Address]
[Your Phone Number]
[Your Email]

[Date]

[Loan Officer Name]
[Lending Institution Name]
[Lending Institution Address]

RE: Extension Request for Pre-Approval Letter - Loan Application #[Number]

Dear [Loan Officer 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 currently in the process of purchasing a new construction home located at [Property Address/Lot Number] with [Builder Name]. Due to the nature of the construction timeline, the estimated closing date is now projected for [New Estimated Closing Date].

Since my initial application, there have been no significant changes to my financial situation, employment status, or credit profile. I have attached my most recent [Paystubs/Bank Statements] for your review to facilitate this update.

Please let me know if any additional documentation is required to issue an updated pre-approval letter. Thank you for your continued assistance with my home purchase.

Sincerely,

[Your Signature]

[Your Printed Name]