

[Mortgage Company Name]
[Street Address]
[City, State, Zip Code]
[Phone Number] | [Email Address]
[Website URL]
NMLS ID: [Registration Number]

[Date]

Re: [Loan Number / Client Name]
Property Address: [Subject Property Address]

[Recipient Name]
[Recipient Address]
[City, State, Zip Code]

SUBJECT: [Letter Subject, e.g., Pre-Approval / Loan Commitment]

Dear [Recipient Name],

[Insert your letter body text here. State the purpose of the communication clearly, including any specific mortgage terms, conditions, or required documentation.]

[Insert additional paragraphs as needed for compliance disclosures or specific loan details.]

Sincerely,

[Signature]
[Officer Name]
[Job Title]
Individual NMLS ID: [Officer Number]

[Company Name] is an Equal Housing Lender. This letter does not constitute a final loan approval or a commitment to lend. All loans are subject to credit approval, appraisal, and title insurance.