

Date: [Insert Date]

To:

[Borrower Name]

[Borrower Address]

[City, State, Zip Code]

Subject: Notice of Expiration of Conditional Mortgage Approval

Dear [Borrower Name],

This letter is to formally notify you that your Conditional Mortgage Approval for the property located at [Property Address] expired on [Expiration Date].

Our records indicate that the conditions outlined in your initial approval letter dated [Original Approval Date] were not met prior to the expiration deadline. Specifically, the following requirements remain outstanding:

- [List Condition 1]
- [List Condition 2]
- [List Condition 3]

As a result of this expiration, your current loan application (Loan Number: [Insert Loan Number]) has been moved to an inactive status. Please be advised that the interest rate previously locked or quoted may no longer be available.

If you still intend to proceed with this mortgage, please contact your Loan Officer, [Loan Officer Name], at [Phone Number] or [Email Address] by [Re-activation Deadline Date]. We will need to update your file, which may require submitting current pay stubs, bank statements, and a new credit report.

If we do not hear from you by the date mentioned above, your file will be formally withdrawn.

Thank you for the opportunity to assist you with your home financing needs.

Sincerely,

[Name of Loan Officer/Underwriter]

[Company Name]

[Company Phone Number]