

Date: [Insert Date]

To: [Borrower Name(s)]

Property Address: [Insert Property Address]

Loan Number: [Insert Loan Number]

Subject: NOTICE OF RATE LOCK AND CONDITIONAL APPROVAL EXPIRATION

Dear [Borrower Name(s)],

This letter serves as a formal notification regarding the status of your mortgage application for the property listed above. Please be advised of the following upcoming expiration dates:

- **Interest Rate Lock Expiration:** [Insert Date]
- **Conditional Approval Expiration:** [Insert Date]

Our records indicate that we have not yet received the outstanding documentation required to move your file to final approval. To maintain your current interest rate and approval status, all remaining conditions must be cleared and the loan must close on or before the dates listed above.

Required Actions:

Please submit the following items immediately:

- [Item 1]
- [Item 2]
- [Item 3]

If your rate lock expires before the loan closes, your interest rate may be subject to current market fluctuations, which could increase your monthly payment. If your conditional approval expires, a full update of your credit, income, and asset documentation may be required.

If you have any questions or have already sent these documents, please contact me immediately at [Insert Phone Number] or [Insert Email Address].

Sincerely,

[Loan Officer Name]

[Company Name]

[NMLS Number]