

Date: [Current Date]

To: [Loan Officer Name]

Company: [Lending Institution Name]

Loan Number: [Your Loan Number]

Subject: Rate Lock Extension Request - [Property Address]

Dear [Loan Officer Name],

I am writing to formally request an extension of the mortgage interest rate lock for the property located at [Property Address]. The current rate lock is scheduled to expire on [Current Expiration Date].

Due to a rescheduling of the closing date to [New Closing Date], we require an extension of the rate lock through [Proposed New Expiration Date]. The delay is a result of [Brief Reason: e.g., seller repairs, title issues, or processing delays].

Please confirm the availability of this extension and provide details regarding any associated extension fees. We would like to ensure that the current locked rate of [Interest Rate]% remains in effect for the new closing schedule.

Thank you for your assistance in this matter. I look forward to receiving the updated rate lock confirmation.

Sincerely,

[Your Name]

[Your Phone Number]

[Your Email Address]