

**Date:** [Date]

**To:** [Secondary Marketing Department / Closing Department Name]

**From:** [Lender/Loan Officer Name]

**Subject:** Lender-Initiated Rate Lock Extension Request

**Loan Information:**

Borrower Name: [Borrower Full Name]

Loan Number: [Loan Number]

Property Address: [Property Address]

Current Lock Expiration Date: [Current Date]

Dear Underwriting/Secondary Marketing Team,

I am formally requesting an extension of the interest rate lock for the above-referenced loan. This extension is being initiated by the lender due to internal processing delays rather than a delay caused by the borrower.

**Extension Details:**

Requested Extension Period: [Number of Days] days

New Requested Expiration Date: [New Date]

**Reason for Lender-Initiated Delay:**

[Insert reason, e.g., Delayed appraisal review, internal underwriting backlog, system outage, or secondary marketing requirement].

As this delay was not caused by the borrower, I am requesting that the extension fee be waived or covered by the [Branch/Lender Name] department. Please update the loan file to reflect the new expiration date and provide an updated lock confirmation.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title]

[Lender Company Name]