

[Date]

[Borrower Name]  
[Co-Borrower Name]  
[Property Address]  
[City, State, Zip Code]

Re: Loan Number: [Loan Number]

Dear [Borrower Name],

We are pleased to inform you that your request for a rate lock extension has been approved. As a gesture of our commitment to your home financing process, this extension has been granted on a **complimentary basis**.

The details of your updated rate lock are as follows:

- **Original Expiration Date:** [Original Date]
- **New Expiration Date:** [New Date]
- **Extension Period:** [Number of Days] days
- **Locked Interest Rate:** [Rate]%
- **Extension Fee:** \$0.00

Please ensure that all remaining documentation is submitted and your loan is ready to close on or before the new expiration date listed above. If the loan does not close by this date, further extensions may be subject to prevailing market fees.

If you have any questions regarding your loan status or this extension, please contact your Loan Officer at [Phone Number] or via email at [Email Address].

Sincerely,

[Name of Sender]  
[Title]  
[Company Name]