

Date: [Insert Date]

Loan Number: [Insert Loan Number]

Property Address: [Insert Property Address]

Subject: URGENT: Your Mortgage Interest Rate Lock is Expiring Soon

Dear [Borrower Name],

This letter is to inform you that your current interest rate lock for the property mentioned above is scheduled to expire on **[Expiration Date]**.

It is important that your loan closes on or before this date to guarantee your locked interest rate of **[Rate]%**. If the loan does not close by this deadline, your interest rate may be subject to change based on current market conditions, which could result in a higher monthly payment.

To ensure we meet this deadline, please provide the following outstanding items immediately:

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

If you believe you will be unable to close by [Expiration Date], please contact us as soon as possible to discuss potential rate lock extension options and any associated fees.

Please reach out to your Loan Officer at [Phone Number] or via email at [Email Address] if you have any questions regarding your status.

Sincerely,

[Your Name/Company Name]

[Your Title]

[Contact Information]