

Date: [Current Date]

Subject: Friendly Reminder: Your Interest Rate Lock is Expiring Soon

Dear [Borrower Name],

We are writing to provide a friendly reminder regarding the interest rate lock on your loan application for the property located at [Property Address].

Your current interest rate of [Rate]% is scheduled to expire on **[Expiration Date]**.

To ensure you keep this rate, we must close your loan on or before the expiration date. To stay on track, we kindly ask that you submit the following outstanding items by [Due Date]:

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

Please note that if the loan does not close by the expiration date, your rate may be subject to change based on current market conditions, or an extension fee may apply.

If you have any questions or need assistance gathering these documents, please contact me directly at [Phone Number] or [Email Address].

We look forward to helping you finalize your financing.

Best regards,

[Your Name]

[Your Title]

[Company Name]