

[Lender Name]
[Lender Address]
[City, State, Zip Code]
[Phone Number]

[Date]

[Borrower Name]
[Borrower Address]
[City, State, Zip Code]

Subject: URGENT - Pending Mortgage Rate Lock Expiration

Dear [Borrower Name],

This letter is to formally notify you that the interest rate lock for your mortgage application (Loan Number: [Loan Number]) is scheduled to expire on **[Expiration Date]**.

Our records indicate that your loan has not yet closed. To guarantee your current locked rate of **[Interest Rate]%**, the loan must be funded and closed by the expiration date mentioned above.

Please be aware of the following:

- If the loan does not close by the expiration date, your interest rate may be subject to current market fluctuations.
- Failure to close on time may result in a higher monthly payment or changes to your loan terms.
- Rate lock extensions may be available but could involve additional fees.

To avoid expiration, please contact your Loan Officer, [Officer Name], immediately at [Phone Number] or [Email Address] to ensure all outstanding conditions are met and your closing is scheduled.

We look forward to helping you finalize your home financing.

Sincerely,

[Officer Name]
[Company Name]