

**URGENT: TIME SENSITIVE MATERIAL**

Date: [Insert Date]

Loan Number: [Insert Loan Number]

Subject: NOTICE OF RATE LOCK EXPIRATION

Dear [Borrower Name],

This letter is to inform you that the interest rate lock for your mortgage application is scheduled to expire on **[Insert Expiration Date]**.

To maintain your current locked interest rate of **[Insert Interest Rate]%**, your loan must close and fund on or before the expiration date mentioned above. If your loan does not close by this date, your interest rate may be subject to change based on current market conditions, or you may incur additional fees to extend the lock period.

**Action Required:**

To ensure we meet this deadline, please provide the following outstanding items by [Insert Deadline Date]:

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

Please contact your Loan Officer, [Officer Name], immediately at [Phone Number] or [Email Address] to confirm the status of your file and discuss the next steps.

Failure to act promptly may result in a higher interest rate or increased monthly payments.

Sincerely,

[Your Name/Company Name]

[Contact Information]

[NMLS ID, if applicable]