

URGENT: ACTION REQUIRED REGARDING YOUR MORTGAGE RATE LOCK

Date: [Insert Date]

To: [Borrower Name]

Loan Number: [Insert Loan Number]

Property Address: [Insert Property Address]

Dear [Borrower Name],

This is an urgent notification regarding the interest rate lock on your mortgage application. Our records indicate that your current rate lock is scheduled to expire on **[Expiration Date]**.

If your loan does not close and fund by this date, your locked interest rate of **[Interest Rate]%** will no longer be guaranteed. If the lock expires, your rate may increase based on current market conditions, which could result in a higher monthly mortgage payment.

To maintain your current rate, please complete the following steps immediately:

- [Insert Required Action 1, e.g., Submit missing documentation]
- [Insert Required Action 2, e.g., Sign outstanding disclosures]
- [Insert Required Action 3, e.g., Confirm closing appointment]

If you anticipate any delays that will prevent your loan from closing by the expiration date, please contact us immediately to discuss potential lock extension options and any associated fees.

Time is of the essence. Please contact your Loan Officer, [Loan Officer Name], at [Phone Number] or [Email Address] as soon as possible to ensure your rate is protected.

Sincerely,

[Your Name/Company Name]

[Contact Information]