

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

[Date]

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

RE: Initial Rate Lock Fee Invoice

Loan Number: [Loan Number]
Property Address: [Property Address]

Dear [Borrower Name],

This letter serves as an official invoice for the Rate Lock Fee associated with your mortgage loan application. By paying this fee, you are securing the interest rate discussed for the duration of the lock period specified below.

Rate Lock Details:

- Locked Interest Rate: [0.00]%
- Lock Period: [Number of Days] Days
- Lock Expiration Date: [Date]

Payment Due:

Total Fee Amount: \$[Amount.00]

Please submit your payment by [Due Date] to ensure your interest rate remains protected. Please note that this fee may be non-refundable depending on the terms of your loan agreement.

Instructions for Payment:

[Insert payment instructions here, e.g., online portal link, wire instructions, or check mailing address].

If you have any questions regarding this invoice or your loan terms, please contact your Loan Officer at [Loan Officer Phone/Email].

Sincerely,

[Sender Name]
[Title]
[Company Name]