

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Phone Number]  
[Email Address]

[Date]

[Lender Name]  
[Loan Officer Name]  
[Lender Address]  
[City, State, Zip Code]

**RE: Notice of Rate Lock Cancellation - Loan Number: [Loan Number]**

Dear [Lender Name/Loan Officer Name],

I am writing to formally request the cancellation of the interest rate lock currently associated with the mortgage application referenced above.

Due to unforeseen delays in the closing process, the property will not be ready for closing prior to the current rate lock expiration date of [Rate Lock Expiration Date]. After reviewing the associated extension fees and the current market conditions, I have decided not to proceed with an extension at this time.

Please provide written confirmation that the rate lock has been cancelled and advise on the following:

- The status of any refundable deposits or fees.
- The current prevailing market rates available for a new lock.
- Any impact this cancellation has on the projected closing timeline.

I look forward to your prompt response regarding this matter.

Sincerely,

[Your Signature]

[Your Printed Name]