

[Date]

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

Re: Rate Lock Cancellation Notice
Loan Number: [Loan Number]
Property Address: [Property Address]

Dear [Borrower Name],

This letter is to formally notify you that the interest rate lock for your mortgage loan application has been cancelled, effective [Date].

The rate lock has been cancelled due to incomplete documentation. Despite previous requests, we have not received the following required items:

- [Missing Document 1]
- [Missing Document 2]
- [Missing Document 3]

As per the terms of your Rate Lock Agreement, all required documentation must be submitted by [Original Deadline Date] to maintain the locked interest rate. Because these documents were not provided, your previous rate is no longer guaranteed.

Your loan application remains active; however, your interest rate will now be subject to current market fluctuations. Once the missing documentation is provided, we can provide you with a new rate quote based on the current market pricing.

If you have any questions or have already sent these documents, please contact your Loan Officer immediately at [Phone Number] or [Email Address].

Sincerely,

[Loan Officer Name]
[Company Name]