Date: [Insert Date]

To: [Borrower Name(s)]
Property Address: [Insert Property Address]
Loan Number: [Insert Loan Number]

Subject: Notification of Rate Lock Float-Down Execution

Dear [Borrower Name],

This letter serves as formal confirmation that the float-down option on your mortgage interest rate lock has been successfully executed. Based on current market improvements, we have adjusted your locked interest rate to a lower market rate.

The updated terms of your lock agreement are as follows:

- **Original Locked Rate:** [Insert Original Rate]%
- **New Adjusted Rate:** [Insert New Rate]%
- **Lock Expiration Date:** [Insert Date]
- **Float-Down Fee (if applicable):** [Insert Amount or N/A]

Please note that all other terms and conditions of your original rate lock agreement remains in effect. The expiration date of your lock has not changed. If your loan does not close and disburse on or before the expiration date noted above, this rate may no longer be valid.

Revised loan disclosures reflecting these changes will be sent to you shortly for your review and signature.

If you have any questions regarding this adjustment, please contact your Loan Officer at [Insert Phone Number].

Sincerely,

[Insert Name/Signature]
Lock Desk Department
[Insert Company Name]