

Date: [Insert Date]

To: [Recipient Name/Organization Name]

Address: [Recipient Address]

Subject: Acceptance of Locked-In Terms for [Loan/Account/Contract Number]

Dear [Recipient Name],

I am writing to formally accept the transition from floating interest rates to fixed/locked-in terms for the above-referenced account. Based on our recent communication on [Date of Quote/Offer], I agree to the following locked terms:

- **Locked Interest Rate:** [Insert Rate]%
- **Lock-In Period:** From [Start Date] to [End Date/Expiration Date]
- **Monthly Payment Amount:** [Insert Amount]
- **Lock-In Fee (if applicable):** [Insert Amount]

I understand that by locking in these terms, the interest rate will no longer fluctuate with market conditions for the duration of the specified period. I acknowledge that these terms are subject to the final closing/execution occurring on or before the expiration date mentioned above.

Please find the signed documents attached as required to finalize this request. I look forward to receiving written confirmation that the lock has been processed.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Phone Number]

[Your Email Address]