

**Date:** [Insert Date]

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

**Subject: Construction to Permanent Rate Lock Conversion Acknowledgment**

Dear [Borrower Name],

This letter serves as formal acknowledgment that your mortgage loan for the property located at [Property Address] is transitioning from the construction phase to the permanent financing phase. Pursuant to your agreement, your interest rate has been locked and converted as follows:

- **Loan Number:** [Insert Loan Number]
- **Final Locked Interest Rate:** [Insert Percentage]%
- **Lock Expiration Date:** [Insert Date]
- **Loan Term:** [Insert Term, e.g., 30 Year Fixed]
- **Estimated First Permanent Payment Date:** [Insert Date]

By signing this document, you acknowledge that the interest rate stated above is now fixed for the duration of your permanent loan term. Any modifications to the loan amount or closing date may require a re-evaluation of this rate lock and could result in additional fees or rate adjustments.

Please review this information carefully. If you have any questions regarding your conversion or the final loan terms, please contact your Loan Officer at [Phone Number] or via email at [Email Address].

Sincerely,

[Lender Name]  
[Lender Representative Name]  
[Title]

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**Borrower Acknowledgment:**

I/We hereby acknowledge and accept the interest rate lock conversion terms stated above.

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Borrower Signature

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Date

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Co-Borrower Signature (if applicable)

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Date