

Date: [Insert Date]

To: [Lender Name]

Attn: [Loan Officer/Department Name]

[Lender Address]

[City, State, Zip Code]

RE: Construction to Permanent Rate Lock Conversion Authorization

Loan Number: [Insert Loan Number]

Property Address: [Insert Property Address]

Dear [Contact Name or Loan Department],

I/We, the undersigned borrower(s), hereby authorize [Lender Name] to execute the conversion of my/our construction loan to a permanent mortgage loan and to lock the interest rate as previously outlined in our loan agreement.

I/We acknowledge the following terms for this rate lock conversion:

- **Lock Date:** [Insert Date]
- **Interest Rate:** [Insert Rate]%
- **Lock Duration:** [Insert Number of Days] days
- **Expiration Date:** [Insert Expiration Date]
- **Loan Term:** [Insert Term, e.g., 30-Year Fixed]

I/We understand that this rate lock is subject to the final completion of the construction, a satisfactory final inspection (Form 442 or equivalent), and the issuance of a Certificate of Occupancy. I/We confirm that there have been no material changes to my/our financial status since the initial construction loan approval.

Please proceed with the necessary documentation to finalize this conversion.

Sincerely,

[Borrower Name]

[Date]

[Co-Borrower Name, if applicable]

[Date]