

[Borrower Name]
[Property Address]
[Loan Number]

[Date]

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

RE: Request for Conversion to Permanent Financing and Interest Rate Lock

To Whom It May Concern,

This letter serves as a formal request to initiate the conversion of my construction loan to permanent financing for the property located at [Property Address].

As construction is nearing completion, I would like to exercise the option to lock in the interest rate for the permanent phase of the loan. Please provide the current available rates and the terms for the following:

- Current Fixed Interest Rate
- Lock-in Period Duration
- Estimated Closing/Conversion Date
- Any applicable conversion or lock-in fees

Attached are the following documents required for this stage of the process:

- Certificate of Occupancy (or estimated date of issuance)
- Final Inspection Report
- Homeowners Insurance Policy for the completed structure

Please confirm receipt of this request and notify me of the next steps required to finalize the rate lock and conversion process.

Sincerely,

[Borrower Signature]
[Borrower Printed Name]
[Phone Number]
[Email Address]