

Date: [Insert Date]

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

RE: Borrower Reassignment and Rate Lock Transfer Request

Current Loan Number: [Insert Loan Number]
Subject Property Address: [Insert Property Address]

To Whom It May Concern,

This letter serves as a formal request to reassign the borrower(s) and transfer the existing rate lock for the above-referenced mortgage application.

Current Borrower(s): [Insert Name(s) of Outgoing Borrower(s)]
New Borrower(s): [Insert Name(s) of Incoming Borrower(s)]

Due to [Insert Reason for Change, e.g., Change in marital status, corporate restructuring, or substitution of co-signer], we request that the interest rate lock currently in effect be transferred to the new borrower(s). We understand that the new borrower(s) must meet all credit, income, and asset requirements to qualify for the loan terms associated with this lock.

The original rate lock details are as follows:

- Locked Interest Rate: [Insert Rate]%
- Lock Expiration Date: [Insert Date]
- Loan Program: [Insert Program Name]

Please update the loan file and provide confirmation once the reassignment and lock transfer have been processed. Should you require additional documentation or information, please contact me at [Insert Phone Number] or [Insert Email Address].

Sincerely,

[Signature of Original Borrower]
[Printed Name of Original Borrower]

[Signature of New Borrower]
[Printed Name of New Borrower]