

[Broker Company Name]
[Broker Address]
[City, State, Zip Code]
[Phone Number]
[Date]

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

RE: Rate Lock Transfer Request

Borrower Name: [Borrower Full Name]
Loan Number: [Loan Number]
Property Address: [Subject Property Address]
Locked Interest Rate: [Rate]%
Lock Expiration Date: [Date]

To Whom It May Concern,

This letter serves as a formal request to transfer the existing rate lock for the above-referenced loan from [Current Broker/Company Name] to [New Entity/Lender Name].

The borrower has requested this transfer to ensure the continuity of their financing terms. We confirm that the loan parameters, including the loan amount, program type, and property information, remain unchanged from the original lock agreement.

Please provide written confirmation once the transfer has been processed and update the loan file to reflect the new primary contact information.

Thank you for your assistance with this matter.

Sincerely,

[Signature]
[Broker Name]
[NMLS Number]