

[Your Name]
[Your Current Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Date]

[Loan Officer Name]
[Lending Institution Name]
[Lender Address]
[City, State, Zip Code]

RE: Request for Rate Lock Transfer

Loan Application Number: [Your Loan Number]
Subject Property Address: [New Construction Property Address]

Dear [Loan Officer Name],

I am writing to formally request a transfer of my current interest rate lock for the new construction property located at [Property Address].

Due to [Reason for Transfer: e.g., construction delays, change in floor plan, or unit reassignment], I am requesting that the existing rate lock of [Interest Rate]% originally executed on [Original Lock Date] be applied to the updated loan terms or the new property identification associated with this project.

I understand that the current lock is set to expire on [Expiration Date]. I also request [Optional: an extension of the lock period / confirmation that the transfer will not incur additional fees] due to the circumstances mentioned above.

Please find the updated purchase agreement and construction timeline attached for your review. I look forward to receiving written confirmation that the rate lock has been successfully transferred.

Thank you for your assistance with this matter.

Sincerely,

[Your Signature]

[Your Printed Name]