

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

[Date]

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

RE: Rate Lock Transfer and Extension Request

Loan Number: [Your Loan Number]
Subject Property: [Original Property Address]

Dear [Loan Officer Name],

I am writing to formally request a transfer of my current interest rate lock to a new property and an extension of the lock period.

Due to [Reason for change, e.g., inspection issues/contract termination] regarding the property at [Original Address], I am now moving forward with the purchase of a new property located at:

New Property Address: [New Property Address]

My current interest rate of [Rate]% is scheduled to expire on [Current Expiration Date]. Because the closing date for the new property is set for [New Closing Date], I am also requesting a [Number of Days] day extension to ensure the rate remains valid through the closing process.

Please let me know the following:

- Confirmation that the rate can be transferred to the new collateral.
- Any associated fees for the extension.
- Updated documentation required to process this change.

Thank you for your assistance in ensuring a smooth transition for my home financing.

Sincerely,

[Your Signature]

[Your Printed Name]