

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

[Date]

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

Subject: Rate Lock Transfer Request - Loan Number: [Your Loan Number]

To Whom It May Concern,

I am writing to formally request a transfer of the interest rate lock currently associated with my loan application for the property located at [Original Property Address].

Due to [reason for change, e.g., change in property selection/contract termination], I am now proceeding with the purchase of the property located at:

New Property Address: [New Property Address]

I would like to request that the locked interest rate of [Rate]% with [Points/Credits] which was confirmed on [Original Lock Date] be transferred to this new subject property. I understand that the original lock expiration date of [Expiration Date] will remain in effect.

Please find the new purchase contract attached for your review. Please confirm once the transfer has been processed and provide an updated Loan Estimate reflecting this change.

Thank you for your assistance with this matter.

Sincerely,

[Your Signature]

[Your Printed Name]