

[Date]

[Applicant Name]

[Applicant Address]

[City, State, Zip Code]

Subject: Welcome to Your First Home Purchase Journey

Dear [Applicant Name],

Congratulations on taking the first step toward owning your first home! We have received your mortgage application and are excited to help you through this milestone process.

Your application is currently being reviewed by our underwriting team. We have assigned a dedicated Loan Officer to assist you:

- **Loan Officer:** [Officer Name]
- **Email:** [Officer Email]
- **Phone:** [Officer Phone Number]

What happens next?

Over the next few days, we will verify your financial documentation. We may contact you to request additional items such as recent pay stubs, tax returns, or bank statements. Please provide these as quickly as possible to ensure a smooth approval process.

In the meantime, we recommend avoiding any large purchases or opening new lines of credit, as these can affect your loan eligibility.

Thank you for choosing [Company Name]. We look forward to helping you unlock the door to your new home.

Sincerely,

[Your Name/Signature]

[Your Job Title]

[Company Name]