

[Date]

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

Subject: Welcome to the Mortgage Pre-Approval Process

Dear [Applicant Name],

Thank you for choosing [Lending Institution Name] for your home financing needs. We have successfully received your application for a mortgage pre-approval, and we are excited to help you begin your home-buying journey.

Your application is currently being reviewed by our underwriting team. A pre-approval is a vital first step that helps you understand your budget and strengthens your position when making an offer on a property.

**What happens next:**

- Your dedicated Loan Officer, [Loan Officer Name], will contact you within [Number] business days.
- We may request additional documentation such as tax returns, pay stubs, or bank statements.
- Once all documents are verified, we will issue your formal Pre-Approval Letter.

If you have any immediate questions, please feel free to reach out to us at [Phone Number] or [Email Address].

We look forward to working with you.

Sincerely,

[Your Name/Signature]  
[Title]  
[Lending Institution Name]