

[Date]

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

Subject: Welcome to [Lending Institution Name] - Mortgage Application Received

Dear [Applicant Name],

Thank you for choosing [Lending Institution Name] for your home financing needs. We have successfully received your mortgage application for the property located at [Property Address, if applicable].

We are excited to assist you through the home buying process. Your application is currently being reviewed by our underwriting team. Your dedicated Loan Officer is [Loan Officer Name], who will be your primary point of contact.

Next Steps:

- **Document Review:** We will verify the information provided in your application.
- **Additional Documentation:** We may contact you shortly to request further items such as recent pay stubs, bank statements, or tax returns.
- **Appraisal:** If required, we will coordinate an appraisal of the property.

You can track the status of your application at any time through our online portal at [URL] using your Application ID: [Application ID Number].

If you have any immediate questions, please feel free to contact [Loan Officer Name] directly at [Phone Number] or [Email Address].

We look forward to working with you.

Sincerely,

[Loan Officer Name/Signature]
[Title]
[Lending Institution Name]