

Date: [Insert Date]

Subject: Welcome to Your Mortgage Application Process

Dear [Applicant Name],

Thank you for choosing [Company Name] for your home financing needs. We are excited to assist you in securing your mortgage and are officially welcoming you to the application process.

Your application is currently being handled by your dedicated Mortgage Specialist: **[Loan Officer Name]**.

Next Steps:

- **Document Review:** We will begin verifying the information provided in your initial application.
- **Request for Information:** You may receive a list of required documents such as pay stubs, tax returns, and bank statements.
- **Credit Evaluation:** We will perform a formal review of your credit history.

What to Expect:

The mortgage process typically takes between [Number] to [Number] days. We will provide you with regular updates as your application moves through processing and underwriting.

If you have any immediate questions, please contact us at [Phone Number] or [Email Address]. We look forward to helping you reach your homeownership goals.

Best regards,

[Your Name/Company Name]

[Department]

[Contact Information]