

[Date]

[Applicant Name]

[Applicant Address]

[City, State, Zip Code]

Subject: Welcome to Your New Home Loan Application

Dear [Applicant Name],

Thank you for choosing [Lending Institution Name] for your home financing needs. We have successfully received your application for a new home loan, and we are excited to help you through the process of homeownership.

Your application is currently being reviewed by our underwriting team. Your assigned Loan Officer is [Loan Officer Name], who will be your primary point of contact. You can reach them at [Phone Number] or [Email Address].

Next Steps:

- **Document Review:** We may contact you shortly to request additional documentation such as pay stubs, tax returns, or bank statements.
- **Property Appraisal:** Once your initial financial review is complete, we will arrange for a professional appraisal of the property.
- **Status Updates:** You can track the progress of your application through our online portal at [Website URL] using your Application ID: [Application ID Number].

If you have any immediate questions regarding your application or the timeline, please do not hesitate to reach out to us.

We look forward to working with you.

Sincerely,

[Your Name/Signature]

[Title]

[Lending Institution Name]