

[Lender Company Name]

[Street Address]

[City, State, Zip Code]

Phone: [Phone Number] | Email: [Email Address]

NMLS ID: [Lender NMLS Number]

[Date]

[Recipient Name]

[Recipient Company/Title]

[Recipient Address]

[City, State, Zip Code]

RE: [Subject, e.g., Mortgage Loan Pre-Approval / Loan Number: 1234567]

Dear [Recipient Name],

[Insert the body of your letter here. For example: This letter serves to confirm that [Borrower Name] has been pre-approved for a mortgage loan in the amount of [Loan Amount] for the purchase of the property located at [Property Address].]

[Insert additional terms, conditions, or required documentation details here.]

If you have any questions regarding this file or require further information, please contact our office directly at [Phone Number].

Sincerely,

[Signature Name]

[Title/Loan Officer Name]

[NMLS ID Number]

[Lender Name] is an Equal Housing Lender. NMLS #[Number]. All loans subject to credit approval and underwriting guidelines.