

[Lender Name]
[Lender Address]
[City, State, Zip Code]
[Phone Number]

[Date]

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

RE: Notice of Loan Modification Approval

Loan Number: [Insert Loan Number]
Property Address: [Insert Property Address]

Dear [Borrower Name],

We are pleased to inform you that your request for a loan modification has been approved. This modification changes the terms of your original agreement to help make your monthly payments more affordable.

Modified Loan Terms:

- **New Principal Balance:** \$[Amount]
- **New Interest Rate:** [Percentage]%
- **Modified Monthly Payment (Principal & Interest):** \$[Amount]
- **Estimated Escrow Payment (Taxes & Insurance):** \$[Amount]
- **Total Monthly Payment:** \$[Amount]
- **Modification Effective Date:** [Date]
- **New Maturity Date:** [Date]

Next Steps:

To finalize this agreement, please follow these instructions:

1. Review the attached Loan Modification Agreement thoroughly.
2. Sign and date the agreement in the presence of a Notary Public.
3. Return the original signed and notarized documents to our office by [Deadline Date].
4. Remit your first modified payment of \$[Amount] by [Due Date].

Failure to return the signed documents or make the first payment by the specified dates may result in the cancellation of this offer.

If you have any questions regarding these new terms, please contact our Loan Servicing Department at [Phone Number] between the hours of [Operating Hours].

Sincerely,

[Name of Representative]

[Title]

[Lender Name]