

# [MORTGAGE LENDING INSTITUTION NAME]

[Street Address, City, State, Zip Code]  
Phone: [Phone Number] | Email: [Email Address]  
NMLS ID: [Registration Number] | Website: [Website URL]

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Date: [Month Day, Year]

**Loan Number:** [Loan Reference Number]  
**Property Address:** [Full Property Address]

[Recipient Name]  
[Recipient Street Address]  
[City, State, Zip Code]

**RE: [Subject of Letter, e.g., Mortgage Pre-Approval / Loan Status Update]**

Dear [Recipient Name],

[This is the first paragraph of your letter. Insert details regarding the mortgage application, terms, or account status here.]

[Insert additional details or requirements such as documentation needed, interest rate locks, or closing conditions in this section.]

Should you have any questions regarding this correspondence, please contact our mortgage department directly at [Phone Number] during standard business hours.

Sincerely,

[Officer Name/Signature]  
[Title/Position]  
[Department Name]

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[Institution Name] is an Equal Housing Lender. Licensed by [State Department]. All loans are subject to credit and property approval.