

LENDING INSTITUTION NAME

123 Mortgage Way, Suite 100
City, State, Zip Code
Phone: (555) 123-4567 | Fax: (555) 987-6543
Email: contact@lenderwebsite.com
Website: www.lenderwebsite.com
NMLS ID: #000000

Date: [Insert Date]

RE: [Borrower Name]
Loan Number: [Insert Loan Number]

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

Dear [Recipient Name],

[Insert letter body text here.]

Sincerely,

[Loan Officer Signature]
[Loan Officer Printed Name]
[Title]
NMLS ID: [Individual NMLS #]

This institution is an Equal Housing Lender. Programs, rates, terms, and conditions are subject to change without notice. All loans are subject to underwriting approval.