

Mortgage Approval Letter

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, ZIP Code]

Subject: Mortgage Approval Letter

Dear [Recipient's Name],

I am pleased to inform you that your mortgage application for the property located at [Property Address] has been approved by [Lender's Name]. Congratulations on successfully passing our thorough evaluation process.

Here are the details of your mortgage approval:

Loan Amount: \$[Loan Amount]

Interest Rate: [Interest Rate]%

Loan Term: [Loan Term] years

Monthly Payment: \$[Monthly Payment]

Down Payment: \$[Down Payment]

Closing Costs: \$[Closing Costs]

Please note that these figures are based on the information provided in your application. Any changes to your financial situation or the property details could impact these numbers.

In order to proceed with the next steps, please review and sign the enclosed mortgage agreement documents. Additionally, we will need you to provide the following documents:

1. Proof of Income: [Document(s) required]
2. Proof of Assets: [Document(s) required]
3. Property Appraisal: [Appraisal Report]
4. Homeowner's Insurance: [Policy Information]

Once we receive these documents and your signed mortgage agreement, we will initiate the final steps of the mortgage process, including scheduling a closing date. Our team will be available to guide you through the remaining steps and answer any questions you may have.

Please feel free to reach out to [Loan Officer's Name] at [Loan Officer's Phone Number] or [Loan Officer's Email Address] if you have any further questions or concerns.

We are excited to be part of your homeownership journey and look forward to assisting you throughout the process.

Sincerely,

[Your Signature]

[Your Typed Name]

Enclosures:

- Mortgage Agreement
- Document Checklist