

Formal mortgage pre-approval letter template

Subject: Mortgage Pre-Approval Notification

Dear [Recipient Name],

We are pleased to inform you that, based on the information provided and preliminary credit assessment, you have been pre-approved for a mortgage loan of [Amount] with [Interest Rate]% interest over [Term Years] years. This pre-approval is valid until [Expiration Date] and is subject to final verification of documentation.

Please contact us at your earliest convenience to proceed with the formal application process.

Sincerely,

[Loan Officer Name]

[Bank/Financial Institution Name]

[Contact Information]

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