

Instructions for Converting to Fixed Rate Financing

Dear [Recipient's Name],

We are pleased to provide you with the necessary steps to convert your current loan to a fixed rate financing option. Please follow the instructions below:

Step 1: Review Your Current Loan Terms

Please review your existing loan agreement to understand any potential penalties or fees associated with the conversion.

Step 2: Gather Required Documents

Prepare the following documents:

- Proof of income
- Current loan agreement
- Credit report (if available)

Step 3: Contact Our Office

Reach out to our financing department at [Phone Number] or [Email Address] to express your interest in converting to a fixed rate.

Step 4: Submit Application

Complete the attached application form and submit it along with the gathered documents by [Submission Deadline Date].

Step 5: Await Approval

Our team will review your application and notify you of the decision within [Timeframe].

If you have any questions, please do not hesitate to contact us.

Thank you for choosing [Your Company Name].

Sincerely,
[Your Name]
[Your Position]

[Your Company Name]
[Contact Information]