

Mortgage Pre-Approval Request

Date: [Insert Date]

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email]
[Your Phone Number]

[Lender's Name]
[Lender's Institution]
[Lender's Address]
[City, State, Zip Code]

Dear [Lender's Name],

I am writing to formally request a pre-approval for a mortgage loan. I am currently in the process of searching for a new home and believe that obtaining pre-approval will significantly enhance my purchasing power.

Here are some details that may be required for your assessment:

- Full name: [Your Full Name]
- Social Security Number: [Your SSN]
- Current employment: [Your Employer] - [Position] - [Work Phone]
- Annual income: [Your Income]
- Assets: [List of Assets]
- Liabilities: [List of Liabilities]

Attached are my financial statements and any other documents you may need for this request. Please let me know if there are additional documents required.

Thank you for your consideration. I look forward to your prompt response.

Sincerely,

[Your Name]