

Mortgage Pre-Approval Renewal Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Lender's Name]

[Lender's Company Name]

[Lender's Address]

[City, State, Zip Code]

Dear [Lender's Name],

I hope this message finds you well. I am writing to formally request a renewal of my mortgage pre-approval that is set to expire on [Expiration Date]. My current pre-approval reference number is [Pre-Approval Number].

Since my initial application, I have maintained my financial situation and am actively looking for a property. I believe renewing my pre-approval will facilitate my home search and allow for a smoother mortgage process once I find the right property.

Please let me know what documentation you may require for this renewal process. I appreciate your assistance and look forward to your prompt response.

Thank you for your attention to this matter.

Sincerely,

[Your Name]