

Fixed Rate Mortgage Rate Switch Instructions

Date: _____

To: [Lender's Name]

[Lender's Address]

[City, State, Zip Code]

Dear [Lender's Contact Name],

I am writing to formally request a switch of my current mortgage to a fixed rate mortgage. Below are the details of my existing mortgage:

- Account Number: _____
- Current Interest Rate: _____
- Property Address: _____

I would like to switch to a fixed rate mortgage with the following terms:

- Preferred Interest Rate: _____
- Loan Term: _____

Please let me know if you require any further information or documentation to process this request. I would appreciate a prompt response regarding the next steps in this process.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]