

# Refinancing Approval Guidelines

Date: [Insert Date]

To: [Borrower's Name]

Address: [Borrower's Address]

## Subject: Refinancing Approval Guidelines

Dear [Borrower's Name],

Congratulations! We are pleased to inform you that your application for refinancing has been approved. Below are the guidelines and requirements to finalize your refinancing process:

### 1. Documentation Required

- Proof of income (W-2s, pay stubs)
- Credit report
- Current mortgage statements
- Homeowners insurance details
- Tax returns (last two years)

### 2. Loan Terms

- Loan Amount: [Insert Loan Amount]
- Interest Rate: [Insert Interest Rate]
- Term: [Insert Loan Term]
- Monthly Payment: [Insert Monthly Payment]

### 3. Closing Procedure

Please ensure all required documents are submitted by [Insert Submission Deadline]. The closing date is scheduled for [Insert Closing Date]. You may need to pay closing costs, amounting to approximately [Insert Cost].

For any questions or further assistance, please feel free to contact us at [Contact Information].

Thank you for choosing [Company Name] for your refinancing needs.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Contact Information]