

Loan Closing Process Initiation

Date: [Insert Date]

[Borrower's Name]
[Borrower's Address]
[City, State, Zip]

Dear [Borrower's Name],

We are pleased to inform you that your mortgage application has been approved. We are now ready to initiate the loan closing process. Below are the key steps to follow in preparation for your closing:

1. Review the Closing Disclosure, which includes important loan details and costs.
2. Schedule your closing appointment by contacting our office at [Insert Phone Number].
3. Prepare necessary documentation, such as identification and proof of insurance.
4. Ensure that any outstanding conditions are cleared prior to the closing date.

Please feel free to reach out to us with any questions or concerns. We look forward to assisting you through this process and celebrating your new home!

Sincerely,

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