To,

[Name of Recipient]

[Address of Recipient]

Date:

**Subject: Mortgage Pre-Approval Letter**

Dear Mr./Mrs. [name of Recipient],

This letter officially serves as a pre-approval for the mortgage loan that you have applied for with our organization, [mention the name of Organization], as on [mention date of applying for mortgage loan]. Please carefully read the given below details which have been agreed.

[Mention in detail the points of agreement and use bullet points and lists to explain them easily and without any error. The purpose is to give a clear understanding of the original agreement].

Sincerely,

[Sender Name]

[Sender Signature]

[Sender Designation]

[Sender Contact Details]