

Date: [Insert Date]

To: [Lending Institution Name]

Attention: [Loan Officer/Underwriting Department]

Loan Number: [Insert Loan Number]

Subject: Authorization to Issue Clear to Close

Dear [Loan Officer Name],

I/We, [Borrower Name(s)], hereby authorize [Lending Institution Name] to issue a "Clear to Close" for the mortgage loan application associated with the property located at:

[Property Full Address]

I/We confirm that all requested documentation has been submitted and that there have been no material changes to my/our financial status, employment, or credit obligations since the date of the initial application.

Furthermore, I/we authorize the lender to coordinate with the designated title company, [Title Company Name], to schedule the final closing date and prepare the Closing Disclosure (CD) for review.

Please proceed with the final funding steps and notify all parties involved regarding the confirmed closing appointment.

Sincerely,

[Borrower Signature]

[Borrower Printed Name]

[Co-Borrower Signature]

[Co-Borrower Printed Name]

Contact Information:

Phone: [Your Phone Number]

Email: [Your Email Address]