

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

[Date]

[Loan Officer Name]
[Lending Institution Name]
[Lending Institution Address]
[City, State, Zip Code]

Re: Mortgage Financing Approval Extension Request

Loan Application Number: [Your Loan Number]

Dear [Loan Officer Name],

I am writing to formally request an extension of my mortgage financing approval, which is currently scheduled to expire on [Current Expiration Date].

I am requesting this extension because [Briefly state reason, e.g., construction delays, delayed closing date, or ongoing property search]. I am still actively moving forward with the purchase of the property located at [Property Address, if applicable] and remain committed to securing financing through [Lending Institution Name].

I would like to request that the approval be extended until [Requested New Expiration Date].

Please let me know if there are any updated documents required to process this extension, such as recent pay stubs or bank statements. I am happy to provide any information necessary to keep my file current.

Thank you for your continued assistance and for considering this request. I look forward to hearing from you soon.

Sincerely,

[Your Signature]

[Your Printed Name]