

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

[Bank's Name]
[Bank's Address]
[City, State, Zip Code]

Dear [Loan Officer's Name or Mortgage Department],
Subject: Request for Mortgage Pre-Approval

1. ****Introduction****

- Brief introduction of yourself.
- State your intention to seek pre-approval for a mortgage.

2. ****Financial Information****

- Provide your current employment status and income details.
- Mention any existing debts or financial obligations.

3. ****Property Information****

- Specify the type of property you are interested in (e.g., single-family home, condo).
- Include the location and approximate price range if known.

4. ****Request for Pre-Approval****

- Clearly request the pre-approval amount needed.
- Mention any specific requirements or documents you can provide.

5. ****Conclusion****

- Thank the bank for considering your application.
- Express your eagerness to proceed with the mortgage process.

Sincerely,

[Your Name]