

**COACH SUPER MIKE ™**

*Taking Real Estate Agents to Pinnacle Levels™*

**Sample Letter from Lender to Listing Agent and Seller**

Utilize this template when asking your client’s lender to draft a letter addressed to the listing agent and the seller. This letter is IN ADDITION TO a full pre-approval that will be submitted at the same time. This will further help you in winning your bidding wars. This letter should be on the letterhead of the lender.

(Date)

Dear (Listing Agent Name), (Seller Name) and (Seller Name),

Hello. My name is (Lender Name) and I am with (Mortgage Company Name). I am proud to be processing a mortgage for (Buyer Name) and (Buyer Name), whose offer for your property at (Address of Property) was submitted by their agent (Buyer’s Agent) to (Seller’s Agent).

I am writing to inform you of the status of their mortgage, some details about (Buyer name) and (Buyer Name) and some items that may be important to know.

1. We have collected full W2’s, bank statements, pay stubs and tax returns.
2. They have submitted a full application.
3. All of these items have already been fully underwritten and approved.
4. The only conditions that remain are a fully executed contract and an appraisal.
5. (Buyer Name) and (Buyer Name) have excellent credit scores of (Credit Score) and (Credit Score) respectively.
6. They have sufficient income to make the purchase.
7. I have been a loan officer for \_\_\_\_\_ years and pride myself on our excellent team, unprecedented service, diligence and speed!
8. Our goal is always to close on time and work as hard as we can for our clients so that they meet their goal of purchasing a home!

Should you have any questions whatsoever I would be honored to speak to you. I can be reached at **(CELLULAR PHONE NUMBER).** It is my hope that you accept our clients offer and we’ll be ready to work hard to get the loan closed in a timely fashion!

Sincerely,

(Lender Name)

(Lender Company)

**(CELLULAR PHONE NUMBER)**