

Request Letter to Bank

Alex Johnson

789 Pine Road

Springfield, IL 62704

alex.johnson@email.com

555-987-6543

April 5, 2024

Sarah Green

Bank Manager

Community Bank

123 Bank Street

Springfield, IL 62701

Subject: Request for Mortgage Pre-Approval Letter

Dear Ms. Green,

I hope this letter finds you well. My name is Alex Johnson, and I have been a loyal customer of Community Bank for the past 10 years, holding both a savings and checking account. I am writing to request a mortgage pre-approval letter. My wife and I are in the process of buying our first home, and we have found a property that we are keenly interested in. The listing agent has advised us that a pre-approval letter would significantly strengthen our offer.

We are looking for a pre-approval for up to \$300,000. I have been employed at Tech Innovations Inc. for over five years as a Senior Project Manager, and my wife, Emma Johnson, has been a teacher at Springfield Elementary for the last seven years. Our

combined annual income is \$120,000, and we have a down payment ready that covers 20% of our targeted purchase price.

Enclosed with this letter, you will find all the necessary documents, including our employment verification letters, bank statements, and tax returns for the past two years. We believe that our financial stability and credit history meet the requirements for the pre-approval process.

We are hoping to make an offer on the property within the next two weeks, so we kindly request your assistance in expediting the pre-approval process. Your prompt attention to this request would be greatly appreciated, and we are more than willing to provide any additional information or documents required.

Thank you for considering our request. Please feel free to contact me at 555-987-6543 or alex.johnson@email.com should you need any further details or to discuss our application. We look forward to your positive response and to continuing our valued relationship with Community Bank.

Sincerely,

Alex Johnson