

CHASE Loan # 01234567



Lighthouse National Bank

Sample Pre-qualification Letter

The buyer and the subject property are readily identified.

May 8, 2013
Allen Buyer
53 N. Main St.
Kalamazoo, MI 49008

RE: 11 Prospect St, Kalamazoo, MI 49008

Make sure all documents have CHASE loan number clearly written at the top.

Pre-approval letter is written on appropriate bank letterhead.

To whom it may concern:

Please accept this letter to demonstrate that Allen Buyer has met preliminary qualifying guidelines for \$100,000.00 to be used for the purchase of the single family residence located at the above address. This is *not* a commitment to make the loan, but is based on preliminary information provided by the aforementioned borrower. Final loan approval is subject to verification of the location and value of the property, compliance with certain conditions disclosed in the loan application, and compliance with the final underwriting requirements of the lending institution.

Thank you and please contact us with any questions.

Sincerely,

Steven Ample,
Associate Vice President
Lighthouse National Bank

The body of the paragraph states that the buyer is preliminarily qualified for a loan in the specified amount.

The pre-qualification letter is signed by appropriate bank personnel.

CHASE Loan # 01234567

Sample Proof of Funds Letter



The John Bee Savings Co.

The buyer and the subject property are readily identified.

May 10, 2013
Allen Buyer
53 N. Main St.
Kalamazoo, MI 49008

P.O.F. letter is written on appropriate bank letterhead.

Make sure all documents have CHASE loan number clearly written at the top.

RE: 11 Prospect St, Kalamazoo, MI 49008

To whom it may concern:

As of the above date, Allen Buyer has available funds deposited with this bank in excess of \$100,000.00. Please feel free to contact me with any questions. My direct telephone number is (203) 555-5555.

Sincerely,

The body of the paragraph states that the buyer has available funds to purchase the property in question.

B. Wilson,
President
The John Bee Savings Co.

The P.O.F. letter is endorsed by appropriate bank personnel.

Title of the endorser is included.