

Date:

My name is {Loan Officer Name}, and I am a Mortgage Planner with **IntroLend Utah.** I am currently assisting {Client Name} with home financing and he is very excited about the offer they are making on your home.

I want you to know that I carefully reviewed {Client Name} loan file and issued the Mortgage Approval letter with confidence. It is my responsibility to not only get my clients into mortgage products that meet their needs today, but that also bring them long-term financial security.

I have {# Year’s Experience} of mortgage experience, the last 7 with **IntroLend Utah.** Joining IntroLend provided my team several advantages:

* In-house processing, underwriting, and funding, which gives us the tools and resources at our fingertips to expedite the loan process.
* Flexibility to meet demanding closing dates.
* Average closing times that are significantly quicker than other lenders.
* 100% focused on retail mortgage banking, which brings greater stability and predictability.

Backed by IntroLend, my team and I have helped hundreds of people attain the dream of homeownership. I am a {Company Title} Officer at IntroLend Utah for {# Year’s Experience} consecutive years.

I am proud of my team’s established reputation for delivering superior mortgage service. **We do what we say we will do.**

* We close loans on time.
* We are always accessible to help clients make offers or to answer any question.
* We keep our clients informed throughout the entire loan process.

I am honored to be a part of your home transaction. Throughout this process, I am confident that you will see my team’s dedication to meeting our commitments. Please contact us with any questions or concerns.

I hope you will consider **IntroLend Utah** for your future home financing needs.

Sincerely,

{Loan Officer Name}

IntroLend Utah

{Loan Officer Phone#}

{Loan Officer Email}

{Loan Officer NMLS#}

Equal Housing Lender

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