

Hello <Salutation>,

Thank you! We received your pre-qualification worksheet. As promised, <LO Sal> is reviewing your information and will be contacting you today between [] and [], to discuss your financing. If this time is not convenient with your schedule please reply e-mail or call me at <MY:b-Office Ph>, Toll free <MY:b-Other Ph> to schedule a more convenient time. This call usually lasts about fifteen minutes and is very important.

For your convenience I have attached a copy of the mortgage-planning questionnaire that <LO Sal> will discuss with you when you talk.

Please call with any questions: <MY:b-Office Ph>

Have a great day,

<MY:Salutation>

<MY:Contact>

<MY:b-Title>

<MY:Company>

<MY:Mailing Address>

<MY:Mailing City>, <MY:Mailing State> <MY:Mailing Zip>

Phone: <MY:b-Office Ph>

Toll Free: <MY:b-Other Ph>

Fax: <MY:b-Office Fax>

Web: <MY:Web Site>

“We are what we repeatedly do. Excellence then, is not an act but a habit.”

-Aristotle