

SPECIMEN LETTER  
AGREEMENT AUTHORIZING REOPENING OF MORTGAGE TRANSACTION

(Insert Date)

(Insert Mortgagee's Name and Address)

(Insert Project No.)

Gentlemen:

We have favorably considered your request to reopen this mortgage transaction to increase the maximum insurable mortgage amount. An increase of \$\_\_\_\_\_ is approved making the new maximum mortgage amount \$\_\_\_\_\_. This increase will be insured pursuant to Section \_\_\_\_\_ of the National Housing Act, and Regulations thereunder applicable to the original mortgage, provided all legal instruments are modified in a manner satisfactory to the HUD closing attorney assigned to the case. It is understood that no portion of this increase will become available prior to final closing.

(Insert the amount of additional fees required and the time of payment thereof in accordance with appropriate Regulations.)

Please signify your acceptance of this agreement to modify by signing all five copies of the letter and returning three of them promptly to \_\_\_\_\_(Insert name and address of the Director, Housing Development)\_\_\_\_\_.

Very truly yours,

ACCEPTED: \_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Office Manager)

\_\_\_\_\_  
(Mortgagee)

BY: \_\_\_\_\_