

[Your Full Name]
[Street Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Date]

[Hiring Manager Name]
[Title]
[Company Name]
[Company Address]
[City, State, Zip Code]

RE: MORTGAGE BRANCH MANAGER POSITION - [REFERENCE NUMBER/LOCATION]

Dear [Mr./Ms./Mx. Last Name],

I am writing to formally express my interest in the Mortgage Branch Manager position at [Company Name], as advertised on [Where you saw the posting]. With over [Number] years of experience in the mortgage industry and a proven track record of exceeding production targets while maintaining strict regulatory compliance, I am confident in my ability to lead your [Location] branch to new levels of success.

In my most recent role as [Current/Previous Job Title] at [Previous Company], I was responsible for overseeing a team of loan officers and support staff. During my tenure, I successfully increased loan origination volume by [Percentage]% and improved the pull-through rate by [Percentage]%. I pride myself on my ability to recruit top-tier talent, implement efficient operational workflows, and foster a culture of exceptional customer service and ethical lending practices.

My core competencies include P&L management, strategic market expansion, NMLS compliance, and deep knowledge of FHA, VA, and conventional loan products. I am particularly drawn to [Company Name] because of your reputation for [mention a specific company strength, e.g., innovative technology or community focus], and I am eager to bring my leadership expertise to your organization.

Thank you for your time and consideration. I look forward to the opportunity to discuss how my experience in mortgage operations and business development can contribute to the continued growth of [Company Name].

Sincerely,

[Your Name]