**Sample Script**

Hello, My name is {enter name} and I am a loan officer at HighTechLending. I wanted to take a moment to introduce myself and walk you through the basic loan process.

You will first need to apply for a loan. You can do this by visiting {website url}. Once your loan is approved you will move into processing where you will meet our operations team. They will help me in making sure your loan funds in a timely manner. You may hear from them either by phone or by email

I am your primary contact. If you have any questions call me at {phone} or email me at {email}.

Thank you for trusting me and my team with your home financing,