

[Date]

[Borrower Name]
[Borrower Address]
[City, State, Zip Code]

Subject: Conditional Approval for Interest Rate Reduction - Loan Account [Account Number]

Dear [Borrower Name],

We are pleased to inform you that your request for a reduction in the interest rate on your personal loan has been conditionally approved. Based on our review, your new proposed interest rate is [New Rate]%, reduced from [Current Rate]%.

Please note that this approval is **conditional** upon the satisfaction of the following requirements:

- [Requirement 1: e.g., Submission of most recent two months of pay stubs]
- [Requirement 2: e.g., Maintenance of an automated payment schedule]
- [Requirement 3: e.g., Signature on the attached Loan Modification Agreement]
- [Requirement 4: e.g., Account remaining in good standing with no missed payments]

The revised interest rate will become effective on [Effective Date], provided that all documents and conditions listed above are met by [Deadline Date]. Failure to provide the required documentation by this date may result in the expiration of this offer.

Once all conditions are satisfied, you will receive a formal confirmation letter outlining your new monthly payment amount and updated amortization schedule.

If you have any questions regarding these conditions, please contact our loan department at [Phone Number] or [Email Address].

Sincerely,

[Sender Name]
[Title]
[Financial Institution Name]