

[Company Name]  
[Company Address]  
[City, State, Zip Code]  
[Phone Number]  
[Date]

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

Re: Status Inquiry for Loan Application #[Loan Reference Number]

Dear [Applicant Name],

Thank you for contacting us regarding the status of your loan application. We are pleased to confirm that your loan has been **Conditionally Approved**.

Please be advised that while your application has passed the initial review, final funding is subject to the satisfaction of the following outstanding conditions:

- [Condition 1: e.g., Updated pay stubs for the last 30 days]
- [Condition 2: e.g., Proof of homeowners insurance]
- [Condition 3: e.g., Verification of down payment funds]
- [Condition 4: e.g., Satisfactory property appraisal]

Current Status: **Pending Document Submission**

To move forward with your final approval, please provide the requested documentation by [Due Date]. Once all items are received and verified by our underwriting department, we will be able to proceed to the closing stage.

If you have already submitted these documents, please allow [Number] business days for our team to update your file. You can track your progress through our online portal or by contacting your loan officer, [Loan Officer Name], at [Phone/Email].

Thank you for choosing [Company Name]. We look forward to completing your loan process.

Sincerely,

[Sender Name]  
[Sender Title]  
[Company Name]