

**Date:** [Date]

**To:** [Borrower Name(s)]

**Property Address:** [Property Address or "To Be Determined"]

**Subject: Conditional Underwriting Approval - First-Time Homebuyer Program**

Dear [Borrower Name(s)],

Congratulations! We are pleased to inform you that your mortgage application has been formally reviewed by our underwriting department and is **Approved**, subject to the satisfaction of the conditions listed below.

As a first-time homebuyer, you have qualified for the following loan terms:

- **Loan Program:** [e.g., FHA, VA, Conventional First-Time Buyer]
- **Loan Amount:** \$[Amount]
- **Interest Rate:** [Rate]%
- **Down Payment Requirement:** \$[Amount]

To move forward to the final "Clear to Close" status, the following outstanding items must be provided and verified:

- Updated pay stubs for the last 30 days.
- Proof of homeowners insurance policy (Binder).
- Satisfactory Bank Appraisal of the subject property.
- Executed Purchase Agreement (if not already provided).
- Verification of Down Payment funds (Gift Letter or Bank Statement).
- [Additional Condition]

This approval is based on your current financial standing. Please avoid making any large purchases, opening new credit lines, or changing employment before your closing date, as these actions may void this approval.

We look forward to helping you purchase your first home. If you have any questions, please contact your Loan Officer at [Phone Number].

Sincerely,

[Underwriter Name/Signature]

[Lending Institution Name]

[NMLS ID Number]