

[Lending Institution Name]
[Address]
[City, State, Zip Code]
[Phone Number]

[Date]

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

RE: Conditional Mortgage Approval

Dear [Borrower Name],

We are pleased to inform you that your mortgage application for the property located at [Property Address] has been conditionally approved. Based on our review of your credit and financial documentation, you have been approved for a loan in the amount of \$[Loan Amount] under the [Loan Program Name] program.

This approval is subject to the satisfaction of the following conditions:

- Verification of final property appraisal meeting or exceeding the purchase price.
- Satisfactory title insurance commitment and homeowners insurance policy.
- Submission of updated pay stubs for the last 30 days.
- Evidence of sourced funds for the down payment and closing costs.
- Final verbal verification of employment prior to closing.
- [Additional Condition 1]
- [Additional Condition 2]

Please note that this is not a final commitment to lend. This approval is contingent upon there being no material change in your financial condition, credit score, or employment status prior to the closing date.

All requested documentation must be submitted by [Expiration Date] to maintain this approval status. Once all conditions are met and cleared by our underwriting department, we will issue a final "Clear to Close."

If you have any questions, please contact your Loan Officer at [Phone Number] or [Email Address].

Sincerely,

[Signature]

[Loan Officer Name]
[NMLS ID Number]