

[Lender Name]
[Lender Address]
[City, State, Zip Code]
[Phone Number]

[Date]

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

Subject: Conditional Approval of Your Auto Loan Application

Dear [Applicant Name],

We are pleased to inform you that your application for an auto loan has been conditionally approved. This approval is based on the initial information provided in your application. Please review the preliminary terms below:

- **Loan Amount:** \$[Amount]
- **Interest Rate (APR):** [Percentage]%
- **Loan Term:** [Number] months
- **Down Payment Required:** \$[Amount]

To finalize your loan and receive full approval, the following conditions must be met and documents provided:

- Proof of income (e.g., most recent pay stubs or tax returns).
- Verification of current residential address.
- A valid driver's license.
- Proof of comprehensive and collision insurance for the vehicle.
- A signed Bill of Sale or Purchase Agreement from the dealership.
- [Additional Condition, if applicable]

Please note that this conditional approval is valid until [Expiration Date]. This offer is subject to the verification of all information provided and may be revoked if there is a significant change in your financial situation or credit score prior to closing.

Please submit the required documentation to [Department/Email Address] or visit our branch at your earliest convenience. If you have any questions, please contact us at [Phone Number].

Sincerely,

[Signature]
[Name of Loan Officer]
[Title]