

**Date:** [Date]

[Borrower Name]

[Borrower Address]

[City, State, Zip Code]

**Subject: Conditional Approval of Unsecured Personal Loan**

Dear [Borrower Name],

We are pleased to inform you that your application for an unsecured personal loan has been conditionally approved based on the following terms:

- **Loan Amount:** \$[Amount]
- **Interest Rate:** [Percentage]%
- **Loan Term:** [Number of Months/Years]
- **Monthly Payment:** \$[Amount]

Please be advised that this is not a final approval. This offer is subject to the satisfaction of the following conditions:

1. Verification of current employment and income (recent pay stubs or tax returns).
2. Verification of identity and permanent address.
3. No material change in your financial condition or credit score prior to funding.
4. [Insert additional condition here]

Please provide the requested documentation by [Date] to proceed with the final loan agreement and funding process. If these conditions are not met by the specified date, this conditional approval will expire.

If you have any questions, please contact our loan department at [Phone Number].

Sincerely,

[Name of Loan Officer]

[Title]

[Lending Institution Name]