

**Date:** [Date]

**Borrower Name:** [Borrower Name]

**Address:** [Borrower Address]

**City, State, Zip:** [City, State, Zip]

**Subject: Conditional Approval of Short-Term Payday Alternative Loan (PAL)**

Dear [Borrower Name],

We are pleased to inform you that your application for a Short-Term Payday Alternative Loan in the amount of \$[Loan Amount] has been conditionally approved.

As a condition of this loan approval and to promote long-term financial health, you are required to complete a mandatory financial counseling session. This requirement must be fulfilled before the loan proceeds can be disbursed to your account.

**Loan Terms:**

- **Loan Amount:** \$[Amount]
- **Interest Rate (APR):** [Rate]%
- **Term:** [Number of Months]
- **Application Fee:** \$[Amount]

**Next Steps:**

1. Contact [Counseling Agency Name] at [Phone Number/Website] to schedule your session.
2. Upon completion, provide the Certificate of Completion to our loan department.
3. Sign the final Promissory Note and Truth in Lending disclosure forms.

Please note that this offer expires on [Expiration Date]. If the counseling is not completed by this date, a new application may be required.

If you have any questions regarding this requirement or your loan terms, please contact us at [Phone Number].

Sincerely,

[Loan Officer Name]

[Financial Institution Name]

[Contact Information]