

Date: [Date]

Applicant Name: [Applicant Name]

Application Number: [Application ID]

Property Address: [Property Address or TBD]

Subject: Conditional Approval for First-Time Homebuyer Mortgage Discount

Dear [Applicant Name],

Congratulations! We are pleased to inform you that you have received conditional approval for a mortgage loan with our First-Time Homebuyer Discount Program. Based on our initial review of your application, you qualify for a [Discount Percentage or Amount] reduction on your interest rate or closing costs.

Please note that this is a conditional approval and not a final commitment to lend. Final approval is subject to the satisfactory completion and verification of the following items:

- Signed purchase agreement for the subject property.
- Satisfactory property appraisal and title search.
- Proof of completion of an approved First-Time Homebuyer Education course.
- Verification of final down payment funds and closing costs.
- Updated pay stubs and bank statements prior to closing.
- No material change in your financial condition or credit score.

This conditional approval is valid until [Expiration Date]. Please provide the outstanding documentation to your Loan Officer, [Officer Name], at your earliest convenience to move forward with the final underwriting process.

We look forward to helping you purchase your first home.

Sincerely,

[Your Name/Signature]

[Title]

[Lending Institution Name]