

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

[Date]

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

Subject: Conditional Approval of Loan Application #[Loan Number]

Dear [Borrower Name],

We are pleased to inform you that your application for a [Loan Type, e.g., Mortgage/Personal Loan] has been conditionally approved for the amount of \$[Amount].

Please be advised that this is not a final approval. To proceed to the closing stage, the following conditions must be met and documented to our satisfaction:

- [Condition 1: e.g., Proof of current employment/paystubs]
- [Condition 2: e.g., Satisfactory property appraisal]
- [Condition 3: e.g., Proof of homeowners insurance]
- [Condition 4: e.g., Clarification of recent credit inquiries]

Loan Details:

- Interest Rate: [Rate]%
- Loan Term: [Term, e.g., 30 years]
- Estimated Closing Date: [Date]

Please submit the required documentation by [Deadline Date]. Failure to provide these items or any significant change in your financial status may result in the withdrawal of this approval.

If you have any questions, please contact your Loan Officer, [Officer Name], at [Officer Phone/Email].

Sincerely,

[Name of Signatory]
[Title]
[Lending Institution]