

[Date]

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

Subject: Update Regarding Your Pre-Qualification Status

Dear [Applicant Name],

Thank you for submitting your application and supporting documentation for [Project Name/Loan Type]. We have completed our review of your file.

We are pleased to inform you that your pre-qualification status is: **[Status: Approved / Conditionally Approved / Denied]**.

Status Details:

- **Maximum Amount:** [Amount]
- **Expiration Date:** [Date]
- **Conditions/Required Next Steps:** [List conditions or "None"]

Please note that this pre-qualification is based on the information provided to date and does not constitute a final commitment. Final approval is subject to [Underwriting/Verification/Property Appraisal].

If you have any questions regarding this update or the next steps in the process, please contact me directly at [Phone Number] or [Email Address].

Sincerely,

[Your Name]
[Your Title]
[Company Name]