

Date: [Date]

To: [Borrower Name]

Address: [Borrower Address]

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

Subject: Portfolio Loan Conditional Pre-Approval Letter

Dear [Borrower Name],

We are pleased to inform you that [Lending Institution Name] has conditionally pre-approved your application for a portfolio mortgage loan based on a preliminary review of your creditworthiness and financial documentation.

Loan Terms Summary:

- **Loan Amount:** \$[Amount]
- **Loan Program:** [Portfolio Program Name]
- **Estimated Interest Rate:** [Rate]%
- **Property Address:** [Property Address or "TBD"]

This conditional pre-approval is specifically subject to the following primary contingency:

1. Final Appraisal: A professional appraisal must be completed by a lender-approved appraiser. The property's fair market value must support the requested loan-to-value (LTV) ratio, and the physical condition of the property must meet our portfolio underwriting guidelines.

Additional Conditions:

- Verification of current employment and income prior to closing.
- No material change in your financial position or credit score.
- Final review and approval of the preliminary title report.
- Proof of adequate homeowner's insurance coverage.

Please note that this letter is not a final commitment to lend. The final loan approval is dependent upon the satisfactory completion of the appraisal and the fulfillment of all conditions listed above.

This pre-approval is valid until [Expiration Date].

Sincerely,

[Loan Officer Name]

[Title]

[Lending Institution Name]

[Phone Number]
[NMLS Number]