

[Lending Institution Name]

[Street Address]

[City, State, Zip Code]

[Phone Number]

Date: [Current Date]

To: [Borrower Name(s)]

Address: [Borrower Current Address]

RE: CONVENTIONAL MULTI-FAMILY MORTGAGE PRE-APPROVAL

To Whom It May Concern,

We are pleased to inform you that **[Lending Institution Name]** has pre-approved **[Borrower Name(s)]** for a conventional mortgage loan for the purchase of a multi-family residential property (2-4 units).

Our review was based on a preliminary analysis of the borrower's credit report, verified income, assets, and financial documentation provided. The terms of the pre-approval are as follows:

- **Maximum Purchase Price:** \$[Amount]
- **Maximum Loan Amount:** \$[Amount]
- **Loan Program:** Conventional Multi-Family
- **Down Payment:** [Percentage]%
- **Property Type:** 2-4 Unit Residential

This pre-approval is subject to the following conditions:

1. Execution of a fully signed Purchase and Sale Agreement.
2. A satisfactory appraisal report confirming the property value and market rents.
3. Final verification of financial status, employment, and credit prior to closing.
4. Satisfactory title search and proof of adequate hazard insurance.
5. [Additional Condition, if applicable]

This letter is not a commitment to lend. The final loan approval is subject to the property meeting all underwriting guidelines and the absence of any material change in the borrower's financial condition.

This pre-approval expires on **[Expiration Date]**.

Sincerely,

[Signature]

[Loan Officer Name]

[Title]

[NMLS Number]