

[Lender Name]  
[Lending Department]  
[Address]  
[City, State, Zip Code]

[Date]

[Association Name]  
[Management Company Name]  
[Address]  
[City, State, Zip Code]

**RE: Condominium Project Recertification Pre-Approval**

Project Name: [Project Name]  
Project ID/Phase: [ID Number]

To Whom It May Concern,

Based on our preliminary review of the documentation provided for [Project Name], this letter serves as formal notification that the project has received conditional pre-approval for recertification. This determination is based on the current guidelines established by [FHA/VA/Fannie Mae/Freddie Mac/Lender Name].

This pre-approval status indicates that the project's legal structure, insurance coverage, and financial standing currently meet our initial eligibility requirements. This status allows for the processing of individual mortgage loan applications for units within the development, subject to final underwriting approval.

Please note that this pre-approval is subject to the following conditions:

- Validity Period: This pre-approval is valid until [Expiration Date].
- Material Changes: Any significant changes to the association's budget, insurance policy, or pending litigation must be disclosed immediately.
- Final Certification: Full recertification remains contingent upon the final review of [Specific Documents Needed, e.g., updated reserve study or year-end financial statements].

We appreciate your cooperation in maintaining the eligibility of this project. If you have any questions regarding this status or the next steps in the recertification process, please contact [Contact Person Name] at [Phone Number] or [Email Address].

Sincerely,

[Signature]

[Printed Name]  
[Title]  
[Lender Name]