

**Date:** [Date]

**To:** [Borrower Name(s)]

**Property Address:** [Property Address/TBD]

Dear [Borrower Name(s)],

We are pleased to inform you that [Lender Name] has conditionally pre-approved you for a mortgage loan to purchase a home. This pre-approval is based on a preliminary review of your credit report, income documentation, and financial assets.

**Loan Terms:**

- **Maximum Loan Amount:** \$[Amount]
- **Loan Program:** [e.g., Fixed Rate Conventional/FHA]
- **Estimated Down Payment:** [Percentage/Amount]%

**Conditions for Final Approval:**

This pre-approval is subject to the following specific conditions:

1. **Sale of Current Residence:** The successful closing and funding of your current home located at [Current Address] must occur prior to or simultaneously with the closing of the new mortgage.
2. **Verification of Net Proceeds:** Documentation confirming net proceeds of at least \$[Amount] from the sale of your current home.
3. **Property Appraisal:** A satisfactory appraisal of the target property to be purchased.
4. **Title Search:** A clear and marketable title report for the target property.
5. **Final Credit Review:** No material changes to your credit score, employment status, or financial debt-to-income ratio prior to closing.

This letter is not a commitment to lend. A final commitment is subject to the satisfaction of all underwriting conditions and the issuance of a final approval by our underwriting department.

This pre-approval expires on [Expiration Date].

Sincerely,

[Loan Officer Name]

[Loan Officer Title]

[Lender Name]

[NMLS Number]

[Phone Number]