

[Lending Institution Name]
[Lending Institution Address]
[City, State, Zip Code]
[Phone Number]

Date: [Date]

RE: CONDITIONAL PRE-APPROVAL LETTER

Borrower(s): [Borrower Name(s)]
Property Address: [Property Address or TBD]
Sales Price: \$[Amount]
Loan Amount: \$[Amount]
Loan Type: [Loan Program Type]

To Whom It May Concern,

We have completed a preliminary review of the financial documentation provided by [Borrower Name(s)]. Based on their credit score, income, and assets, they are pre-approved for a mortgage loan in the amount stated above.

This pre-approval is subject to the following **Outstanding Sale Contingency:**

- The successful closing and funding of the sale of the Borrower's current residence located at: **[Current Property Address]**.
- Verification that the net proceeds from the sale of said property are at least \$[Amount] to satisfy down payment and closing cost requirements.

In addition to the contingency above, final loan approval is subject to:

- A fully executed purchase contract for the subject property.
- A satisfactory appraisal report meeting lender guidelines.
- Clear title report and proof of homeowners insurance.
- No material change in the Borrower's financial condition, employment, or credit profile prior to closing.

This letter is not a commitment to lend, but a preliminary determination of eligibility based on the information provided. This pre-approval expires on [Expiration Date].

Sincerely,

[Loan Officer Name]
[Title]
[NMLS Number]