

Date: [Insert Date]

To: [Seller Name]

Property Address: [Insert Full Property Address]

Subject: Notice of Pending Sale Contingent Upon Mortgage Approval

Dear [Seller Name],

This letter is to formally notify you that the purchase of the property located at [Insert Property Address] is currently in **Pending** status, subject to the mortgage contingency clause outlined in the Purchase Agreement dated [Insert Date of Agreement].

The buyer, [Buyer Name], has applied for financing with [Lender Name]. The loan application is currently under review by the underwriting department. The sale remains contingent upon the buyer receiving a formal **Commitment Letter** from the lender on or before [Insert Contingency Deadline Date].

Current Status of Financing:

- **Loan Type:** [e.g., Conventional, FHA, VA]
- **Appraisal Status:** [e.g., Completed / Pending]
- **Underwriting Status:** [e.g., In Progress / Conditional Approval Received]

We will provide a formal update or a copy of the mortgage commitment once it has been issued. Should there be any delays in the processing of the loan, we will notify all parties immediately in writing.

Please contact me at [Insert Phone Number] or [Insert Email Address] if you have any questions regarding the progress of this transaction.

Sincerely,

[Your Name]

[Your Title/Company Name]

[Your License Number, if applicable]