

**Date:** [Insert Date]

**To:** [Insert Borrower Name]

**Loan Number:** [Insert Loan Number]

**Subject Property:** [Insert Property Address]

**RE: Underwriter Subject to Sale Clearance**

Dear [Insert Borrower Name],

We are pleased to inform you that the underwriting review for your mortgage application has reached a conditional approval status. This letter serves as formal notification regarding the "Subject to Sale" contingency required for your final loan clearance.

The Underwriter has cleared the file for closing pending the receipt and verification of the following documentation regarding the sale of your current property located at [Insert Address of Departing Residence]:

- **Final Closing Disclosure (CD):** A fully executed copy signed by all parties.
- **Settlement Statement (ALTA):** Confirming the finalized sale and transfer of title.
- **Proof of Net Proceeds:** Documentation showing that the net equity from the sale meets the required amount of \$[Insert Amount] as stipulated in your loan application.
- **Evidence of Mortgage Payoff:** Verification that the prior mortgage lien has been satisfied.

Please note that final funding of your new mortgage is contingent upon the successful closing of your departing residence. Once the documents listed above are received and verified by the funding department, all "Subject to Sale" conditions will be marked as satisfied.

Should you have any questions, please contact your Loan Processor at [Insert Phone Number].

Sincerely,

[Insert Underwriter Name/Signature]

Underwriting Department

[Insert Lending Institution Name]