

**Date:** [Insert Date]

**To:** [Borrower Name]

**Address:** [Borrower Address]

**Application Number:** [Insert Number]

**Subject: Extension of Conditional Pre-Approval**

Dear [Borrower Name],

We are pleased to inform you that your request for an extension of your Conditional Pre-Approval has been reviewed and approved. We understand that finding the right property can take time, and we are happy to continue supporting your home search.

**New Expiration Date:** [Insert New Date]

This extension is granted under the same terms and conditions as your initial pre-approval letter dated [Insert Original Date]. Please note that this pre-approval remains subject to the following requirements:

- No material change in your financial situation, credit score, or employment status.
- Satisfactory appraisal and title search of the selected property.
- Final underwriting approval of all updated documentation.
- Interest rates are subject to change unless specifically locked.

If you have not entered into a purchase contract by the new expiration date mentioned above, a full re-evaluation of your financial documents may be required to issue a further extension.

Please provide us with any updated pay stubs or bank statements as they become available to ensure a smooth transition to the formal loan application process once you find a home.

If you have any questions, please contact me directly at [Insert Phone Number] or [Insert Email Address].

Sincerely,

[Loan Officer Name]

[Title]

[Lending Institution Name]