

Date: [Current Date]

[Applicant Name]

[Applicant Address]

[City, State, Zip Code]

Subject: Conditional Approval of Loan Application - [Loan Reference Number]

Dear [Applicant Name],

We are pleased to inform you that your loan application has been conditionally approved. This approval is subject to the final verification of your financial information.

To finalize the approval process, we require the following outstanding item:

- Official IRS Tax Transcripts for the years: [Tax Years Required]

We have initiated the request via Form 4506-C; however, our final commitment is pending the receipt and successful reconciliation of these transcripts against the income stated on your application. Should there be any discrepancies or if the IRS is unable to provide the transcripts, further documentation or a re-evaluation of the loan terms may be required.

Please note that this letter is not a final commitment to lend. All other conditions of your preliminary approval must also remain satisfied until the date of closing.

If you have any questions regarding this requirement, please contact your loan officer at [Phone Number] or [Email Address].

Sincerely,

[Underwriter Name/Signature]

[Company Name]