

[Date]

[Borrower Name]

[Borrower Address]

[City, State, Zip Code]

Re: Conditional Approval for Loan Application #[Loan Number]

Dear [Borrower Name],

We are pleased to inform you that your loan application has been conditionally approved. This approval is based on a preliminary review of your creditworthiness and the financial information provided.

Please be advised that this approval is **subject to the verification of your tax transcripts**. To move forward with the final approval process, the following items are required:

- A signed IRS Form 4506-C (Request for Transcript of Tax Return).
- Successful receipt and reconciliation of official tax transcripts from the IRS for the years [Year] and [Year].
- Verification that the income reported on your application matches the IRS records.

Final loan commitment is contingent upon the satisfactory review of these documents and the fulfillment of any other outstanding underwriting conditions. Any discrepancies between your application and the IRS transcripts may result in a change of loan terms or denial of the application.

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

Sincerely,

[Officer Name]

[Title]

[Company Name]