

Date: [Insert Date]

Borrower Name: [Insert Borrower Name]

Application Number: [Insert Loan Number]

Property Address: [Insert Property Address]

Dear [Insert Borrower Name],

Congratulations! Your mortgage loan application has been conditionally approved. This means that while your initial credit and income profile meet our lending requirements, there are specific conditions that must be satisfied before we can issue a final approval and proceed to closing.

The following primary item is currently missing and required for verification:

- **Official IRS Tax Transcripts:** We are currently awaiting the return of your tax transcripts directly from the IRS. This process verifies that the income reported on your application matches the records filed with the federal government.

Next Steps:

- If you have not already signed the **IRS Form 4506-C**, please do so immediately to allow us to request these records.
- If there is a discrepancy or a "No Record Found" response from the IRS, our processing team will contact you for further documentation or explanation.

Please note that this conditional approval is not a commitment to lend. Final approval is subject to the satisfactory review of the tax transcripts and the maintenance of your current financial status (including credit score and employment).

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

Sincerely,

[Insert Name/Signature]

[Insert Title]

[Insert Lending Institution Name]