

**Date:** [Current Date]

**Applicant Name:** [Applicant Name]

**Application Number:** [Application ID/Reference Number]

**Property Address:** [Property Address, if applicable]

Subject: Conditional Approval - Pending Income Verification and Tax Transcripts

Dear [Applicant Name],

We are pleased to inform you that your application has been conditionally approved. This approval is subject to the successful verification of your income and the receipt of official tax transcripts from the IRS.

To move forward with the final approval process, we require the following outstanding items:

- **IRS Form 4506-C:** A signed authorization form to request your tax transcripts directly from the IRS.
- **Tax Transcripts:** Official transcripts for the tax years: [List Years, e.g., 2022, 2023].
- **Recent Income Documentation:** Copies of your two most recent pay stubs and/or most recent W-2 forms.
- **Proof of Self-Employment Income:** [If applicable, e.g., Year-to-Date Profit and Loss Statement].

Please provide these documents by [Due Date] to ensure timely processing. Once we have received and verified this information, we will issue a final decision regarding your application.

Please note that this conditional approval does not constitute a final commitment. Any discrepancies found during the verification process may result in a change of the approval status or terms.

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

Sincerely,

[Your Name/Company Name]

[Title]

[Department]