

[Date]

[Applicant Name]

[Applicant Address]

[City, State, Zip Code]

**Subject: Notice of Conditional Approval Pending Tax Transcript Verification**

Dear [Applicant Name],

We are pleased to inform you that your application for [Type of Loan/Application] has been conditionally approved. This approval is based on our preliminary review of the financial information and documentation provided to date.

Please be advised that this approval is subject to the final verification of your federal income tax returns. To complete this process, we require official tax transcripts directly from the Internal Revenue Service (IRS).

**Required Action:**

To proceed, please ensure you have completed and signed **IRS Form 4506-C** (IVES Request for Transcript of Tax Return). This document allows us to request the necessary records on your behalf.

This conditional approval is contingent upon the following:

- The IRS transcripts matching the income reported on your application.
- No significant discrepancies or undisclosed liabilities appearing on the official records.
- [Optional: Insert any other pending conditions here].

Once the transcripts are received and verified, we will notify you regarding the final status of your application. Please note that any discrepancies found during this verification process may result in a change to your approval status or the terms of the offer.

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

Sincerely,

[Sender Name]

[Title]

[Company Name]