

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Phone Number]
[Your Email]

[Date]

[Lender/Organization Name]
[Department Name]
[Address]
[City, State, Zip Code]

RE: Outstanding Condition - Tax Transcript Verification

Application/Loan Number: [Your Number]

To Whom It May Concern,

I am writing in response to the outstanding condition requested for my application regarding the verification of my tax transcripts.

Please find the following documents attached to satisfy this requirement:

- Signed IRS Form 4506-C (IVES Request for Transcript of Tax Return)
- Official IRS Tax Return Transcripts for the years: [Year] and [Year]
- [Additional Document, e.g., Copy of filed 1040s]

The attached transcripts confirm the income and filing status previously reported on my application. I authorize your institution to verify this information with the Internal Revenue Service as needed to clear this condition.

If any further documentation is required to finalize this verification, please contact me directly at [Your Phone Number]. Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]

[Your Printed Name]