

**Date:** [Current Date]

**Borrower Name(s):** [Borrower Name]

**Loan Number:** [Loan Number]

**Subject:** Conditional Loan Approval - Tax Transcript Review Pending

Dear [Borrower Name],

Congratulations, your mortgage loan application has been granted conditional approval. This means your loan is approved subject to the satisfaction of several remaining conditions.

One of the primary outstanding conditions is the **Tax Transcript Review**. Our underwriting team is currently waiting for the official tax transcripts to be delivered directly from the Internal Revenue Service (IRS) to verify the income reported on your application.

**Current Status:**

- IRS Form 4506-C: [Received/Signed]
- Transcript Request Date: [Date Requested]
- Estimated Review Completion: [Date or "3-5 Business Days"]

Please note that the final loan commitment and the scheduling of your closing are contingent upon a successful match between your provided tax returns and the IRS transcripts. If there are any discrepancies or if the IRS requires additional authorization, we will contact you immediately.

No further action is required from you regarding this specific condition at this time unless otherwise notified. We will update you as soon as the review is complete.

Sincerely,

[Loan Officer Name]

[Company Name]

[Phone Number]

[Email Address]