

Date: [Current Date]

Application Number: [Application ID]

Borrower Name: [Borrower Name]

Property Address: [Property Address]

Subject: Conditional Approval - Tax Transcript Verification Required

Dear [Borrower Name],

We are pleased to inform you that your application for [Loan/Program Type] has been conditionally approved. However, final approval is subject to the receipt and verification of your official tax transcripts from the IRS.

Required Documentation:

- IRS Form 4506-C (Signed and Dated)
- Official Tax Transcripts for the years: [Year 1, Year 2]

Next Steps:

Please review and sign the attached IRS Form 4506-C. This form allows us to request your tax transcripts directly from the Internal Revenue Service. Once we receive the transcripts, our underwriting team will perform a final review of your income documentation.

Conditions for Final Approval:

- The data on the IRS transcripts must match the tax returns provided in your initial application.
- No undisclosed liabilities or tax liens are discovered during the verification process.
- [Insert any other specific conditions here]

Please submit the signed forms by [Deadline Date] to ensure your application remains on schedule. Failure to provide these documents may result in a delay or denial of your application.

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

Sincerely,

[Name of Loan Officer/Underwriter]
[Company Name]
[Contact Information]