

[Date]

[Applicant Name]

[Applicant Address]

[City, State, Zip Code]

Subject: Conditional Approval of Application - Credit Explanation Required

Dear [Applicant Name],

Thank you for your recent application regarding [Type of Application/Loan Number]. We are pleased to inform you that your application has been **conditionally approved**.

Final approval is subject to a satisfactory written explanation regarding certain items found on your credit report. Specifically, we require clarification on the following:

- [Specific Credit Item/Late Payment/Collection] dated [Date]
- [Specific Credit Item/Inquiry/Account] dated [Date]

Please provide a signed letter of explanation detailing the circumstances surrounding these items, along with any supporting documentation that may assist in our final review.

This conditional approval is valid until [Expiration Date]. Please submit the requested information by [Deadline Date] to ensure your application remains active. Once we receive and review your explanation, we will notify you of our final decision.

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

Sincerely,

[Your Name/Representative Name]

[Title]

[Company Name]