

Date: [Date]

[Applicant Name]
[Applicant Address]
[City, State, Zip Code]

Subject: Conditional Approval of Your Loan Application - [Application Number]

Dear [Applicant Name],

We are pleased to inform you that your application for a [Loan Type] has been conditionally approved. Final approval is subject to the satisfaction of the following requirement regarding your outstanding debt.

Condition for Final Approval:

To move forward with the closing process, you must provide proof that the following debt(s) have been paid in full:

- **Creditor:** [Creditor Name]
- **Account Number:** [Account Number]
- **Outstanding Balance:** \$[Amount]

Required Documentation:

Please submit one of the following documents to verify the payoff:

- A formal payoff letter from the creditor.
- A final billing statement showing a zero balance.
- A bank statement confirming the cleared payment.

Please submit these documents by [Deadline Date] to ensure your application remains active. Once verified, we will proceed with the final steps of your loan agreement.

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

Sincerely,

[Sender Name]
[Title]
[Company Name]