

[Date]

[Applicant Name]

[Applicant Address]

[City, State, Zip Code]

Subject: Conditional Approval Pending Down Payment Verification

Dear [Applicant Name],

We are pleased to inform you that your application for [Type of Loan/Transaction] has been conditionally approved. This approval is a significant step toward the finalization of your request.

At this time, final approval is subject to the verification of your down payment funds. To proceed, please provide the following documentation:

- Official bank statements from the last [Number] months.
- Proof of origin for any large deposits.
- [Additional Document Name, if applicable]

Please submit these documents by [Due Date] to ensure your application remains active. Once the verification process is complete, we will issue a final decision and outline the next steps.

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

Sincerely,

[Your Name/Representative Name]

[Your Title]

[Company Name]