

[Date]

[Applicant Name]

[Applicant Address]

[City, State, Zip Code]

Re: Conditional Approval for [Application Type/Loan Number]

Dear [Applicant Name],

We are pleased to inform you that your application for [Project/Loan/Lease] has been conditionally approved. This approval is subject to the successful verification of your current employment status.

To finalize this process, please provide the following documentation:

- A completed Employment Verification Form (attached).
- Your most recent pay stubs covering the last [30/60] days.
- Contact information for your Human Resources department.

Please submit these documents by [Deadline Date]. Once we have verified your employment and income, we will issue a final approval notice and proceed with the next steps of your application.

Failure to provide the requested documentation or a discrepancy in the information provided may result in the withdrawal of this conditional approval.

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

Sincerely,

[Your Name]

[Your Title]

[Company Name]