

[Current Date]

[Applicant Name]

[Applicant Address]

[City, State, Zip Code]

Subject: Conditional Approval of Your Application

Dear [Applicant Name],

We are pleased to inform you that your application for [Project Name/Loan Type/Rental Unit] has been conditionally approved. This approval is a preliminary step and is subject to the final verification of your income.

To finalize your approval, please provide the following documentation:

- [Item 1: e.g., Most recent two months of pay stubs]
- [Item 2: e.g., Last two years of W-2 forms or Tax Returns]
- [Item 3: e.g., Bank statements for the last 90 days]
- [Item 4: e.g., Signed employment verification letter]

Please submit these documents by [Deadline Date] via [Submission Method: e.g., Email/Online Portal/In-Person].

Please note that this conditional approval does not constitute a final commitment. Once we have received and verified your income documents, we will notify you of the final decision regarding your application. Failure to provide the requested information by the deadline may result in the withdrawal of this conditional approval.

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

Sincerely,

[Your Name/Signature]

[Your Title]

[Company Name]