

Date: [Current Date]

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

Subject: Conditional Approval Pending Tax Transcript Verification

Dear [Applicant Name],

We are pleased to inform you that your application for [Type of Loan/Application] has been conditionally approved. This approval is based on our initial review of the financial information provided.

Please be advised that this approval is subject to the following final condition:

- **Verification of Tax Transcripts:** We must receive and successfully verify your official tax transcripts directly from the IRS for the years [Year(s)].

Our team has initiated the request using the Form 4506-C you provided. If any additional documentation or signatures are required to complete this process, we will contact you immediately. Please note that any discrepancies between the transcripts and your application may result in a change to your approval status or loan terms.

Once the transcripts are verified and all other conditions are met, we will proceed toward the final approval and closing phase. We anticipate this process will take approximately [Number] business days.

Thank you for your cooperation. If you have any questions, please contact us at [Phone Number] or [Email Address].

Sincerely,

[Officer Name]  
[Company Name]  
[Department]