

**Date:** [Insert Date]

**Borrower Name:** [Insert Borrower Name]

**Application Number:** [Insert Application Number]

**Property Address:** [Insert Property Address, if applicable]

Dear [Insert Borrower Name],

We are pleased to inform you that your loan application has been conditionally approved. This commitment is subject to the satisfaction of specific underwriting requirements.

Final approval is currently pending the verification of payoff amounts for the following creditors:

- **Creditor Name:** [Insert Name] | **Estimated Balance:** \$[Amount]
- **Creditor Name:** [Insert Name] | **Estimated Balance:** \$[Amount]
- **Creditor Name:** [Insert Name] | **Estimated Balance:** \$[Amount]

To move forward with the final approval and funding process, we require the following items:

1. Official payoff statements from each creditor listed above, dated within [Number] days of the expected closing.
2. Verification that these accounts will be closed upon payoff (if applicable).
3. [Insert Any Additional Requirement]

Please note that any change in your financial status, additional credit inquiries, or new debt obligations may void this commitment. This letter is not a final contract for the loan, and all other standard closing conditions must be met.

Once the verified payoff figures are received and reviewed, we will issue a final approval notice.

Sincerely,

[Insert Name of Loan Officer/Underwriter]

[Insert Company Name]

[Insert Contact Information]