

**Date:** [Date]

**To:** [Borrower Name]

**Address:** [Borrower Address]

**City, State, Zip:** [City, State, Zip]

**Subject:** Conditional Financing Approval Pending Debt Closure

Dear [Borrower Name],

We are pleased to inform you that your application for [Type of Loan/Financing] in the amount of \$[Loan Amount] has been conditionally approved by [Lending Institution Name].

This approval is subject to the satisfaction of specific credit conditions. To finalize the financing process and meet our debt-to-income ratio requirements, the following account(s) must be paid in full and officially closed prior to loan funding:

- **Creditor Name:** [Creditor 1] | **Account Number:** [Account #] | **Current Balance:** \$[Balance]
- **Creditor Name:** [Creditor 2] | **Account Number:** [Account #] | **Current Balance:** \$[Balance]

To satisfy this condition, please provide the following documentation for each account listed above:

1. A final statement showing a zero balance.
2. A formal letter from the creditor confirming the account has been closed at the consumer's request.

Please note that this conditional approval is also subject to no material changes in your financial situation, credit score, or employment status. This commitment will expire on [Expiration Date].

If you have any questions or have gathered the required documentation, please contact [Loan Officer Name] at [Phone Number] or [Email Address].

Sincerely,

[Name of Signatory]

[Title]

[Lending Institution Name]