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Date: [Current Date]

Applicant Name: [Borrower Name]

Property Address: [Property Address]

Loan Number: [Loan Number]

## Subject: Conditional Home Loan Approval

Dear [Borrower Name],

Congratulations. Your home loan application for the property mentioned above has been conditionally approved. This approval is based on a preliminary review of your credit, income, and financial documentation.

To receive final approval and proceed to closing, the following financial conditions regarding your outstanding debt must be met:

- **Debt to be Paid:** [Creditor Name/Account Number]
- **Required Action:** Paid in Full and Closed
- **Required Documentation:** Official payoff statement and proof of payment (cleared check or zero-balance letter).

### Additional Requirements:

- Satisfactory appraisal of the subject property.
- Verification of homeowners insurance.
- No material change in your credit score or employment status prior to closing.

Please submit the required documentation regarding the debt payoff by [Deadline Date] to ensure a timely closing. This letter is not a final commitment to lend; final approval is subject to the underwriter's review of the requested items.

If you have any questions, please contact your Loan Officer at [Phone Number].

Sincerely,

[Loan Officer Name]

[Lending Institution Name]

[Contact Information]