

Date: [Date]

Borrower Name: [Borrower Full Name]

Loan Number: [Loan Reference Number]

Property Address: [Subject Property Address]

Dear [Borrower Name],

We are pleased to inform you that your loan application has been **conditionally approved**. This approval is subject to the satisfaction of the conditions outlined below and a final review by our underwriting department.

1. Outstanding Conditions

To proceed to final approval and closing, the following items must be provided and verified:

- [Condition 1: e.g., Updated pay stubs]
- [Condition 2: e.g., Proof of homeowner's insurance]
- [Condition 3: e.g., Fully executed purchase agreement]

2. Liability Payoff Verification

As a condition of this approval, the following existing liabilities must be paid in full at or prior to closing to meet debt-to-income requirements:

Creditor Name	Account Number	Estimated Payoff Amount
[Creditor 1]	[Account #]	[\$[Amount]]
[Creditor 2]	[Account #]	[\$[Amount]]

Note: Formal payoff statements from the creditors listed above must be submitted to the lender no later than [Date]. These statements must include daily interest calculations and wire instructions where applicable.

3. Expiration

This conditional approval is valid until [Expiration Date]. If the loan does not close by this date, a re-evaluation of your creditworthiness and updated documentation may be required.

This letter is not a final commitment to lend. Final approval is contingent upon the satisfactory completion of all conditions and no material change in your financial condition.

Sincerely,

[Loan Officer Name]

[Title]

[Lending Institution Name]
[Contact Information]