

[Date]

[Customer Name]

[Customer Address]

[City, State, Zip Code]

Subject: Conditional Approval - Account Payoff Verification

Dear [Customer Name],

We are pleased to inform you that your application for [Loan/Credit Type] has been **conditionally approved**. This approval is subject to the successful verification and payoff of the following credit account(s):

Institution: [Creditor Name]

Account Number: [Last 4 Digits of Account]

Estimated Payoff Amount: \$[Amount]

To move forward with final approval and funding, the following conditions must be met:

- **Official Payoff Statement:** Provide a formal payoff letter from the creditor listed above, valid through [Date].
- **Verification of Funds:** Proof of sufficient funds to cover the payoff if not being rolled into the new loan.
- **Account Status:** The account must remain in good standing until the payoff is executed.
- **[Additional Condition]:** [Insert any other specific requirement here].

Please submit the required documentation by [Deadline Date] to ensure timely processing. Once the payoff is verified and all conditions are satisfied, a final approval notice will be issued.

If you have any questions regarding these requirements, please contact your account representative at [Phone Number] or [Email Address].

Sincerely,

[Representative Name]

[Title]

[Company Name]