

**[Date]**

**[Borrower Name]**

[Borrower Address]

[City, State, Zip Code]

**RE: Debt Payoff Verification and Conditional Loan Approval**

Dear [Borrower Name],

We are pleased to inform you that your loan application for **[Loan Amount]** has been conditionally approved, subject to the successful payoff and verification of the following debts:

<b>Creditor Name</b>	<b>Account Number</b>	<b>Estimated Payoff Amount</b>
[Creditor 1]	[Account #1]	[\$[Amount]]
[Creditor 2]	[Account #2]	[\$[Amount]]

**Conditions for Final Approval:**

- Official payoff statements from the creditors listed above, dated within [Number] days of closing.
- Evidence that the accounts listed above have been paid in full and closed (if applicable).
- Verification of no new additional debt incurred since the initial application date.
- [Additional Condition]

Upon receipt and satisfactory review of the required documentation, we will proceed to final underwriting and schedule your closing date.

This conditional approval is valid until **[Expiration Date]**. Please note that any significant change in your financial status or credit profile may result in a reversal of this approval.

If you have any questions, please contact your loan officer at [Phone Number] or [Email Address].

Sincerely,

[Name of Loan Officer]

[Title]

[Lending Institution Name]