

**Date:** [Insert Date]

**Borrower Name:** [Insert Borrower Name]

**Property Address:** [Insert Property Address]

**Loan Number:** [Insert Loan Number]

Dear [Insert Borrower Name],

We are pleased to inform you that your mortgage application has received conditional approval for a loan in the amount of \$[Insert Loan Amount].

This approval is subject to the satisfaction of several conditions. Most specifically, the following debt(s) must be settled and paid in full prior to or at the time of closing:

- **Creditor:** [Insert Creditor Name] - **Balance:** \$[Insert Amount]
- **Creditor:** [Insert Creditor Name] - **Balance:** \$[Insert Amount]

To satisfy this condition, you must provide the following documentation:

- Official payoff statements from the creditors listed above.
- Proof of payment (e.g., certified bank statements or cancelled checks).
- A final letter from the creditors confirming the accounts are closed or show a zero balance.

Please note that this letter is not a final commitment to lend. Final approval is contingent upon a review of the requested documents, a satisfactory appraisal, and no material changes to your financial status or credit profile before the closing date.

Please submit the required documentation by [Insert Date] to ensure a timely closing.

Sincerely,

[Insert Loan Officer Name]

[Insert Lender Name]

[Insert Contact Information]