

[Lender Name]
[Lender Address]
[City, State, Zip Code]

[Date]

[Borrower Name]
[Borrower Address]
[City, State, Zip Code]

RE: Conditional Approval of Mortgage Loan Application

Loan Number: [Loan Number]
Property Address: [Subject Property Address]

Dear [Borrower Name],

We are pleased to inform you that your mortgage loan application has received conditional approval. This approval is subject to the satisfactory completion of the following underwriting conditions prior to the issuance of a final "Clear to Close."

Required Debt Payoff Conditions:

As part of the debt-to-income qualification requirements, the following accounts must be paid in full at or before closing:

- Creditor: [Name] | Account Ending In: [#####] | Estimated Payoff: \$[Amount]
- Creditor: [Name] | Account Ending In: [#####] | Estimated Payoff: \$[Amount]

For each account listed above, you must provide:

- Official payoff statement from the creditor.
- Proof of payment (if paid prior to closing) or authorization to pay through escrow.
- Evidence of account closure (if specifically requested by the underwriter).

Additional Outstanding Conditions:

- [e.g., Updated paystubs for the last 30 days]
- [e.g., Executed Appraisal Report]
- [e.g., Proof of Homeowners Insurance Policy]

Please submit the required documentation by [Due Date] to ensure a timely closing. This conditional approval is not a final commitment to lend and is subject to no material changes in your financial or employment status.

Sincerely,

[Underwriter or Loan Officer Name]

[Title]

[Phone Number]

[Email Address]