

Date: [Insert Date]

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

Subject: Conditional Approval for [Loan/Account Number]

Dear [Borrower Name],

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

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

To move forward with the final approval, you must provide the following documentation:

- Official payoff statements from the creditors listed above, dated within the last 30 days.
- Evidence that the accounts have been paid in full (e.g., zero-balance letter or canceled check).
- [Additional Requirement, if any]

Please note that any changes to your financial status, additional credit inquiries, or failure to provide the requested verification may result in the revocation of this conditional approval. All documents must be submitted by [Expiration Date].

If you have any questions, please contact our office at [Phone Number] or via email at [Email Address].

Sincerely,

[Officer Name]
[Title]
[Company Name]