

[Date]

[Applicant Name]

[Applicant Address]

[City, State, Zip Code]

Subject: Conditional Approval Pending Inspection and Repair Completion

Dear [Applicant Name],

We are pleased to inform you that your application for [Project/Loan/Property Address] has been conditionally approved. This approval is subject to the successful completion of the items listed below.

To finalize this process, the following requirements must be met:

- **Required Repairs:** The following repairs must be completed according to the agreed-upon standards: [List specific repairs here].
- **Final Inspection:** Once repairs are finished, a final inspection must be conducted by [Name of Inspector/Department] to verify the work.
- **Documentation:** Please provide copies of all paid receipts, permits, and contractor lien waivers associated with the repairs.

Please notify us as soon as the repairs are complete so that we may schedule the final inspection. This conditional approval is valid until [Expiration Date]. If the conditions are not met by this date, a new application may be required.

Once the inspection report confirms that all repairs are satisfactory and all documentation is received, we will issue the final approval.

If you have any questions, please contact [Contact Person Name] at [Phone Number] or [Email Address].

Sincerely,

[Your Name/Signature]

[Your Title]

[Company/Organization Name]