

Date: [Insert Date]

Applicant Name: [Insert Applicant Name]

Property Address: [Insert Property Address]

Application Number: [Insert Application Number]

Subject: Notice of Conditional Approval Pending Roof Repair

Dear [Insert Applicant Name],

We are pleased to inform you that your application for [Insert Type of Application, e.g., Mortgage/Insurance] has been conditionally approved. However, this approval is subject to the completion of specific repairs to the roof of the property located at the address mentioned above.

An inspection conducted on [Insert Date of Inspection] identified the following issues that must be addressed:

- [Insert Specific Requirement, e.g., Replacement of damaged shingles]
- [Insert Specific Requirement, e.g., Repair of active leaks]
- [Insert Specific Requirement, e.g., Full roof replacement]

To finalize your approval, please provide the following documentation:

1. Proof of completed repairs (e.g., a final invoice from a licensed roofing contractor).
2. A certification of roof life expectancy or a passing follow-up inspection report.
3. Photos showing the completed work.

These conditions must be met by [Insert Deadline Date] to maintain the current terms of your approval. Failure to provide the required documentation by this date may result in the expiration or denial of your application.

Please contact [Insert Contact Person/Department Name] at [Insert Phone Number] or [Insert Email Address] if you have any questions regarding these requirements.

Sincerely,

[Your Name/Company Name]

[Your Title]

[Your Contact Information]