

Date: [Date]

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

Dear [Borrower Name],

We are pleased to inform you that your mortgage application for the purchase of the property located at [Subject Property Address] has been **Conditionally Approved**.

This approval is subject to the following specific contingency:

**Sale of Current Residence:** This loan is contingent upon the successful closing and funding of the sale of your current property located at [Current Home Address]. Prior to the closing of your new mortgage, you must provide a final Settlement Statement (CD) or HUD-1 confirming that the sale has been completed and all existing liens on that property have been satisfied.

In addition to the sale of your current residence, this approval is subject to the following standard conditions:

- Verification of current employment and income prior to closing.
- No material change in your financial condition or credit score.
- Final property appraisal meeting the required loan-to-value ratio.
- Clear title report and proof of homeowner's insurance.
- Satisfactory review of final closing documents.

This letter is not a final commitment to lend. The commitment is subject to the conditions listed above being met to the satisfaction of the lender. This conditional approval expires on [Expiration Date].

Congratulations on this step toward your new home. Please contact us if you have any questions.

Sincerely,

[Loan Officer Name]  
[Lending Institution Name]  
[Phone Number]  
[Email Address]