

**Date:** [Date]

**Borrower(s):** [Borrower Names]

**Property Address:** [Subject Property Address]

Dear [Borrower Names],

We are pleased to inform you that your mortgage application for the property located at [Subject Property Address] has been **Conditionally Approved** for a loan amount of \$[Loan Amount].

This approval is subject to the following primary contingency:

- **Sale and Closing of Current Residence:** This approval is contingent upon the successful sale, closing, and funding of your current residence located at [Current Home Address].
- **Verification of Net Proceeds:** We require a final Settlement Statement (Closing Disclosure) from the sale of your current residence verifying net proceeds of at least \$[Required Amount].

In addition to the above, this approval is subject to the following standard conditions:

- No material change in financial condition, credit score, or employment status.
- Satisfactory title commitment and proof of homeowners insurance.
- Final review and sign-off by the underwriting department.

This conditional approval is valid until [Expiration Date]. Please provide the required documentation regarding your home sale as soon as it becomes available to proceed toward a final clear-to-close.

Sincerely,

[Loan Officer Name]

[Company Name]

[Phone Number]

[NMLS ID Number]