

Date: [Date]

To: [Borrower Name(s)]

Property Address: [Subject Property Address]

Loan Number: [Loan Number]

Dear [Borrower Name],

We are pleased to inform you that your mortgage application for the property located at [Subject Property Address] has been **Conditionally Approved**. This approval is time-sensitive and subject to the specific terms outlined below.

Primary Condition: Sale of Current Residence

This approval is strictly contingent upon the successful closing and funding of the sale of your current residence located at: [Current Residence Address].

Required Documentation:

Prior to final loan commitment and clear-to-close status, you must provide:

- A fully executed Closing Disclosure (CD) or Settlement Statement from the sale of your current home.
- Verification that all existing liens on the current residence have been satisfied.
- Proof of net proceeds as required for the down payment and closing costs of the new mortgage.

Time Sensitivity:

This conditional approval is valid until [Expiration Date]. If the sale of your current residence does not close by this date, this approval may be subject to re-underwriting or expiration.

Additionally, this offer is contingent upon there being no material change to your credit score, employment status, or financial liabilities.

Please contact your Loan Officer at [Phone Number] or [Email Address] to provide the necessary documents or if you have any questions regarding these conditions.

Sincerely,

[Underwriter Name/Lender Name]

[Company Name]

[NMLS Number]