

Date: [Current Date]

Loan Number: [Loan Number]

Borrower(s): [Borrower Name(s)]

Property Address: [Subject Property Address]

Dear [Borrower Name],

Congratulations. Your mortgage loan application has been **Conditionally Approved** by our underwriting department. This approval is subject to the satisfaction of several conditions, most notably the successful sale and closing of your current residence.

To proceed to a final "Clear to Close," we require the following documentation regarding your property located at: **[Current Residence Address]**

- A fully executed Closing Disclosure (CD) or Settlement Statement from the sale of your current residence.
- Proof of mortgage payoff for the existing lien on the current residence.
- Verification of net proceeds received from the sale, confirming sufficient funds for the down payment and closing costs of your new loan.
- [Insert Additional Condition Here]
- [Insert Additional Condition Here]

Please note that any changes to your financial situation, including new debts, changes in employment, or credit score fluctuations, may result in a reversal of this approval. This conditional approval is valid until [Expiration Date].

Please provide the requested documentation to your Loan Officer as soon as it becomes available. Once all conditions are reviewed and cleared, we will issue a final approval and schedule your closing.

Sincerely,

[Underwriter Name or Representative Name]

[Lending Institution Name]

[Phone Number]

[Email Address]