

[Date]

[Applicant Name]

[Applicant Address]

[City, State, Zip Code]

RE: Conditional Approval for [Project Name/Property Address]

Dear [Applicant Name],

We are pleased to inform you that your application for [Loan/Lease/Business License] has been **conditionally approved**.

This approval is subject to the following primary condition:

- **Issuance of a Final Certificate of Occupancy (CO):** A valid Certificate of Occupancy issued by the [Local Building Department/Municipality] must be provided to our office before [Final Closing Date/Move-in Date].

Please note that this conditional approval does not constitute a final commitment. The following additional requirements must also be met:

- Final site inspection by [Agency/Company Name].
- Verification of all life-safety systems and building code compliance.
- [Insert any other minor conditions here].

Once the Certificate of Occupancy is issued, please forward a digital or physical copy to [Contact Person/Department] at [Email Address/Phone Number] to proceed with the final steps of your application.

If you have any questions regarding this requirement, please contact us at [Phone Number].

Sincerely,

[Signature]

[Name of Representative]

[Title]

[Company/Organization Name]