

[Date]

[Applicant Name]

[Applicant Address]

[City, State, Zip Code]

RE: Conditional Approval Pending Clear Property Title Resolution

Dear [Applicant Name],

We are pleased to inform you that your application for a [Loan Type] regarding the property located at [Property Address] has been conditionally approved.

Final approval is currently pending the resolution of specific issues identified during the title search. Our records indicate the following outstanding title encumbrances or defects:

- [List Title Issue 1, e.g., Unpaid Tax Lien]
- [List Title Issue 2, e.g., Unreleased Prior Mortgage]
- [List Title Issue 3, e.g., Judgment/Easement Conflict]

To proceed toward closing, the following actions must be taken:

1. Clear all identified liens, judgments, or clouds on the title.
2. Provide a Final Title Commitment/Policy showing the property is free and clear of these specific encumbrances.
3. [Insert any additional required documentation here].

This conditional approval is valid until [Expiration Date]. Please ensure all title resolutions are submitted to the underwriting department by this time to avoid a lapse in your application status.

If you have any questions or require further clarification regarding these requirements, please contact your loan officer or the title company directly.

Sincerely,

[Officer Name]

[Company Name]

[Contact Information]