

[Date]
[Recipient Name]
[Recipient Address]
[City, State, Zip Code]

RE: Conditional Approval for [Reference Number/Property Address]

Dear [Recipient Name],

We are pleased to inform you that your application regarding [Purpose of Application] has been **conditionally approved**.

Please be advised that this approval is subject to the successful completion of the estate probate process for the late [Name of Deceased]. Final authorization is pending the submission of the following documentation:

- Grant of Probate or Letters of Administration issued by the court.
- Certified copy of the Death Certificate.
- Final distribution orders (if applicable).
- [Additional Required Document]

Once the probate process is finalized and the legal title or authority is officially transferred, please provide us with the documents listed above. Upon receipt and verification of these items, we will issue the final approval and proceed with the next steps.

This conditional approval is valid until [Expiration Date]. If the probate process is expected to exceed this timeframe, please contact us to request an extension.

Should you have any questions, please contact [Contact Person Name] at [Phone Number] or [Email Address].

Sincerely,

[Your Name/Signature]
[Your Title]
[Organization Name]