

Date: [Date]

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

Property Address: [Subject Property Address]

Dear [Borrower Name],

We are pleased to inform you that your mortgage loan application has been **Conditionally Approved**. This approval is subject to the satisfactory completion of the conditions outlined below.

Primary Condition: Sale of Departure Residence

This approval is contingent upon the successful sale and closing of your current residence located at:

[Address of Current Residence]

Prior to the funding of your new loan, you must provide the following documentation regarding your departure residence:

- A fully executed Closing Disclosure (CD) or Settlement Statement.
- Evidence that the existing mortgage on the departure residence has been paid in full or sufficient proceeds have been realized to meet down payment requirements.
- Verification that the title has been successfully transferred to the new buyer.

Additional Conditions:

- [Insert Additional Condition, e.g., Updated paystub]
- [Insert Additional Condition, e.g., Proof of homeowners insurance]
- [Insert Additional Condition, e.g., Final credit check]

Please note that this letter is not a final commitment to lend. All conditions must be met and verified by our underwriting department before final loan documents can be issued. This conditional approval is valid until [Expiration Date].

If you have any questions, please contact your Loan Officer at [Phone Number] or [Email Address].

Sincerely,

[Name of Underwriter/Loan Officer]

[Lending Institution Name]