

[Company Name]
[Company Address]
[City, State, Zip Code]
[Phone Number]

[Date]

[Applicant Name]
[Applicant Address]
[City, State, Zip Code]

Subject: Conditional Approval Pending Tax Return Transcript Verification

Dear [Applicant Name],

We are pleased to inform you that your application for [Loan/Account/Program Name] has been conditionally approved. This approval is subject to a final review and verification of your financial documentation.

To finalize your application, we require a formal verification of your tax filings directly from the Internal Revenue Service (IRS). This process requires the following:

- A signed IRS Form 4506-C (IVES Request for Transcript of Tax Return).
- Successful retrieval and verification of tax return transcripts for the following tax year(s): [Year(s)].

Please note that this conditional approval does not constitute a final commitment. This offer may be revoked or modified if there are discrepancies between the information provided on your application and the official IRS transcripts, or if there are any significant changes to your financial status.

Please submit the required authorization forms by [Deadline Date] to avoid delays in processing. Once the transcripts are verified and all other conditions are met, we will contact you regarding the final steps.

If you have any questions, please contact your representative at [Phone Number] or via email at [Email Address].

Sincerely,

[Name/Signature]
[Title]
[Company Name]