

Date: [Insert Date]

To: [Borrower Name(s)]

Property Address: [Insert Property Address]

Subject: Conditional Approval for Conventional Mortgage Loan

Dear [Borrower Name],

Congratulations. Your application for a conventional mortgage loan has been conditionally approved based on the information provided. Final approval is subject to the satisfaction of the following conditions:

- A satisfactory appraisal of the subject property.
- Verification of clear title and homeowners insurance.
- Review of final paystubs and bank statements prior to closing.
- **Bankruptcy Discharge Requirement:** Please provide the official Discharge Papers and a complete Schedule of Debts for your [Chapter 7 / Chapter 13] bankruptcy filed on [Filing Date].
- **Letter of Explanation:** A signed and dated letter explaining the circumstances leading to the bankruptcy filing and confirming that no new credit obligations have been incurred since the discharge date.
- Verification that the required waiting period (typically 4 years for Chapter 7 or 2 years for Chapter 13 from the discharge date) has been met per conventional lending guidelines.

Please submit the requested documentation by [Due Date] to ensure a timely closing. This conditional approval is not a commitment to lend and is subject to no material change in your financial condition or credit score.

Sincerely,

[Loan Officer Name]

[Lending Institution]

[NMLS ID Number]