Date: [Current Date]

Loan Number: [Loan Number]
Borrower(s): [Borrower Name(s)]
Property Address: [Property Address]

Conditional Loan Approval Notice

Dear [Borrower Name],

We are pleased to inform you that your mortgage loan application has been **Conditionally Approved**. Final approval is subject to the receipt and satisfactory review of the following outstanding items:

Prior to Document Signing (PTD) Conditions:

- **Income:** Provide most recent 30 days of consecutive paystubs.
- **Assets:** Provide full bank statements for the last two months for account ending in [Last 4 Digits].
- **Tax Returns:** Signed copies of Federal Tax Returns for the last two years.
- **Appraisal:** Receipt of a satisfactory appraisal report confirming the property value.
- **Insurance:** Evidence of a valid Homeowners Insurance policy with the lender listed as loss payee.
- **Letter of Explanation:** A signed letter explaining the recent credit inquiry on [Date].

Prior to Funding (PTF) Conditions:

- **Verification of Employment:** Verbal verification of employment to be completed by the lender.
- **Final Credit Refresh:** Confirmation that no new debts have been incurred.
- **Cash to Close:** Proof of wire transfer for the final down payment and closing costs.

Please submit the requested documentation by [Due Date] to ensure a timely closing. Documents can be uploaded to our secure portal or emailed directly to your Loan Processor.

This conditional approval is not a commitment to lend and is subject to a final review of all submitted documentation and no material change in your financial status.

Sincerely,

[Underwriter Name]
[Lending Institution Name]
[Contact Phone Number]
[Contact Email Address]