

Date: [Insert Date]

To: [Applicant Name]

Address: [Applicant Address]

City, State, Zip: [City, State, Zip]

Subject: Notice of Expiration - Conditional Approval

Dear [Applicant Name],

This letter is to inform you that your Conditional Approval for [Application/Loan/Account Type] dated [Date of Initial Approval] is scheduled to expire on **[Expiration Date]**.

According to our records, the following conditions remain outstanding:

- [Condition 1]
- [Condition 2]
- [Condition 3]

To prevent your application from being withdrawn or closed, all required documentation must be submitted and verified by the expiration date listed above. If the conditions are not met by this date, you may be required to submit a new application, which may be subject to new terms and conditions.

If you have already submitted these documents, please disregard this notice or contact us to confirm receipt.

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

Sincerely,

[Your Name/Company Name]

[Title]

[Phone Number]