

Date: [Date]

[Borrower Name]
[Borrower Address]
[City, State, Zip]

Subject: Conditional Approval of Portfolio Jumbo Mortgage Loan

Dear [Borrower Name],

Congratulations. Your application for a Portfolio Jumbo Mortgage has been conditionally approved based on the preliminary review of your financial information. This approval is specific to our internal portfolio product and is subject to the satisfaction of the conditions listed below.

Loan Terms:

- Loan Amount: \$[Amount]
- Interest Rate: [Rate]%
- Loan Term: [Number of months/years]
- Property Address: [Property Address]

Conditions for Final Approval:

- Satisfactory certified appraisal from an approved jumbo-market appraiser.
- Verification of liquid assets and reserves totaling at least [Number] months of PITI.
- Submission of most recent two years of signed federal tax returns (all schedules).
- Updated pay stubs covering the last 30 days.
- Clear preliminary title report and evidence of homeowners insurance.
- Execution of the Portfolio Product Disclosure form.
- [Insert Additional Condition]

This conditional approval is not a commitment to lend. Final approval is subject to a satisfactory review of all requested documentation and no material change in your financial condition or credit score prior to closing.

Please submit the required documents by [Date] to ensure a timely closing.

Sincerely,

[Loan Officer Name]
[Lending Institution Name]
[Phone Number]
[NMLS ID]