

**Date:** [Date]

**Primary Borrower:** [Primary Borrower Name]

**Proposed Co-Borrower:** [Co-Borrower Name]

**Loan Number:** [Loan Reference Number]

**Property Address:** [Property Address]

## **Subject: Conditional Approval for Addition of Co-Borrower**

Dear [Primary Borrower Name],

We are pleased to inform you that your request to add [Co-Borrower Name] as a co-borrower to the above-referenced loan has been conditionally approved. This approval is based on our preliminary review of the financial information provided.

To finalize this modification and move toward formal documentation, the following conditions must be met:

- **Verification of Income:** Submission of the most recent [Number] pay stubs and W-2 forms for the proposed co-borrower.
- **Tax Documentation:** Signed copies of federal tax returns for the last [Number] years.
- **Credit Update:** A final credit report review with no significant negative changes to credit scores or debt-to-income ratios.
- **Identification:** Clear government-issued photo identification for the co-borrower.
- **Signed Application:** Completion and signature of the formal Amended Loan Application by all parties.
- **[Optional Condition]:** [Enter any specific legal or local requirement here].

Please submit the required documentation by [Due Date] to ensure the continuity of this process. Failure to provide these items may result in the expiration of this conditional approval.

Once all conditions are satisfied and verified, we will prepare the Modification Agreement for all parties to sign. Please note that this letter is not a final commitment to modify the loan and is subject to final underwriting approval.

If you have any questions, please contact [Contact Person/Department] at [Phone Number] or [Email Address].

Sincerely,

[Authorized Officer Name]

[Title]

[Lending Institution Name]