

Date: [Insert Date]

Application Reference: [Insert Reference Number]

Subject: Revision to Conditional Approval of Income Adjustment

Dear [Applicant Name],

We are writing to inform you of a revision to the conditional approval previously issued regarding your request for an income adjustment dated [Date of Original Letter].

Upon further review of [the additional documentation provided / updated financial data], your adjusted gross income has been recalculated. Please see the revised details below:

- **Original Adjusted Income:** \$[Amount]
- **Revised Adjusted Income:** \$[Amount]
- **Effective Date:** [Date]

Conditions for Final Approval:

To finalize this adjustment, the following requirements must still be met:

- [Condition 1]
- [Condition 2]

Please note that this revision may impact your [loan eligibility / benefit amount / tax liability]. Failure to meet the conditions listed above by [Deadline Date] may result in the rescission of this approval.

If you have any questions regarding these changes, please contact our office at [Phone Number] or [Email Address].

Sincerely,

[Name of Officer]
[Department Name]
[Organization Name]