

[Company Name]  
[Address]  
[City, State, Zip Code]  
[Date]

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

RE: Conditional Approval for Loan Program Conversion  
Loan Number: [Loan Number]

Dear [Borrower Name],

We are pleased to inform you that your request to convert your current loan from [Current Loan Type] to [New Loan Type] has been conditionally approved. This conversion is subject to the satisfaction of the conditions listed below.

**New Loan Terms (Subject to Final Verification):**

- New Interest Rate: [Interest Rate]%
- New Loan Term: [Term in Months/Years]
- Estimated New Monthly Payment: \$[Amount]
- Effective Date of Conversion: [Date]

**Outstanding Conditions:**

To finalize this conversion, the following items must be provided or completed by [Deadline Date]:

- [Condition 1: e.g., Updated proof of income]
- [Condition 2: e.g., Payment of conversion fee in the amount of \$XXX]
- [Condition 3: e.g., Signed Conversion Agreement]
- [Condition 4: e.g., Current homeowner's insurance declaration page]

Please note that this conditional approval is not a final commitment. Failure to provide the required documentation or a material change in your financial status may result in the revocation of this approval.

Once all conditions are met, we will issue the final conversion documents for your signature. If you have any questions, please contact your Loan Officer at [Phone Number] or [Email Address].

Sincerely,

[Name]

[Title]

[Company Name]