

[Date]

[Applicant Name]

[Applicant Address]

[City, State, Zip Code]

Subject: ACTION REQUIRED: Upcoming Expiration of Conditional Approval

Dear [Applicant Name],

This letter is a formal reminder regarding your conditional approval for [Project Name/Loan Number/Application Type], which was issued on [Date of Issuance].

According to our records, your conditional approval is set to expire on **[Expiration Date]**. To move forward with final approval and prevent your application from being closed, the following outstanding items must be submitted and verified by our team:

- [Required Item 1]
- [Required Item 2]
- [Required Item 3]

Please submit the documentation listed above no later than [Submission Deadline Date]. Failure to provide these items before the expiration date will result in the cancellation of your application, and you may be required to reapply under current terms and conditions.

Documents can be submitted via [Submission Method - e.g., Online Portal, Email, or Physical Address].

If you have already submitted these items or if you have questions regarding these requirements, please contact [Department/Representative Name] at [Phone Number] or [Email Address] immediately.

Thank you for your prompt attention to this matter.

Sincerely,

[Sender Name]

[Title]

[Company Name]