

Date: [Insert Date]

Applicant Name: [Insert Applicant Name]

Application Number: [Insert Application Number]

Property Address: [Insert Property Address, if applicable]

Subject: NOTICE OF CONDITIONAL APPROVAL EXPIRATION

Dear [Insert Applicant Name],

This letter serves as a formal notification that your conditional approval for [Insert Loan Type/Program Name], issued on [Insert Date of Original Approval], is set to expire on **[Insert Expiration Date]**.

To date, we have not received the following outstanding items required to satisfy the conditions of your approval:

- [Insert Missing Document/Condition 1]
- [Insert Missing Document/Condition 2]
- [Insert Missing Document/Condition 3]

Please be advised that if all required documentation is not submitted and verified by the expiration date listed above, your conditional approval will lapse. Should this occur, your application may be withdrawn or denied, and a new application may be required based on current terms and rates.

If you have already submitted these items, please disregard this notice. If you require an extension or have questions regarding these requirements, please contact [Insert Contact Name] at [Insert Phone Number] or [Insert Email Address] immediately.

Sincerely,

[Your Name/Company Name]

[Your Title]

[Your Contact Information]