

[Current Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Subject: URGENT: Expiration of Conditional Approval - [Application/Reference Number]

Dear [Recipient Name],

This letter is a formal notification regarding your conditional approval for [Project/Loan/Application Name] dated [Original Approval Date].

Our records indicate that the following outstanding conditions have not yet been satisfied:

- [Condition 1]
- [Condition 2]
- [Condition 3]

Please be advised that your conditional approval is scheduled to expire on **[Expiration Date]**. If all required documentation and actions are not completed by this date, your application will be automatically withdrawn or denied.

To maintain your approval status, please submit the requested items to [Department/Contact Name] no later than [Time] on the expiration date listed above.

If you have already submitted these documents or believe this notice is in error, please contact us immediately at [Phone Number] or [Email Address].

Sincerely,

[Sender Name]

[Sender Title]

[Organization Name]