

[Date]

[Applicant Name]

[Applicant Address]

[City, State, Zip Code]

Subject: NOTICE OF IMMINENT EXPIRATION OF CONDITIONAL APPROVAL

Dear [Applicant Name],

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

According to our records, your conditional approval is set to expire on **[Expiration Date]**. To date, we have not received the following outstanding items required to move your application to final approval:

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

Please be advised that if these conditions are not met and the required documentation is not submitted by the expiration date mentioned above, your application will be automatically withdrawn or denied. If you still wish to proceed after that date, you may be required to submit a new application, which may be subject to new terms, fees, or interest rates.

If you have already submitted these documents, please disregard this notice. Otherwise, please contact [Contact Name/Department] at [Phone Number] or [Email Address] immediately to ensure your application remains active.

Sincerely,

[Your Name/Representative Name]

[Your Title]

[Organization Name]