

Date: [Insert Date]

Borrower Name: [Insert Borrower Name]

Loan Number: [Insert Loan Number]

Property Address: [Insert Property Address]

Subject: Conditional Clear to Close - Pending Subordination Agreement

Dear [Insert Borrower/Broker Name],

We are pleased to inform you that your mortgage application has received a "Clear to Close" status. However, this approval is strictly conditional upon the receipt and execution of the Subordination Agreement from your secondary lienholder, [Insert Name of Junior Lienholder].

The following items must be finalized before loan documents can be signed:

- Receipt of the original recorded or recordable Subordination Agreement.
- Final review of the subordination terms to ensure they match our commitment.
- Confirmation of the final payoff or modified balance of the secondary lien.

Once the fully executed Subordination Agreement is received and verified by our closing department, we will coordinate the final signing date and time with the title company.

Please contact your loan processor if you have any questions regarding the status of this document.

Sincerely,

[Insert Name]

[Insert Company Name]

[Insert Contact Information]