

[Date]

[Borrower Name]

[Borrower Address]

[City, State, Zip Code]

Re: Conditional Approval for Loan Application #[Loan Number]

Dear [Borrower Name],

We are pleased to inform you that your application for a [Loan Type] has been conditionally approved in the amount of \$[Loan Amount].

Final approval and funding are subject to the following specific condition:

Subordination Agreement: [Name of Junior Lienholder] must execute a formal Subordination Agreement. This agreement must ensure that [Your Institution Name] holds the first lien position on the property located at [Property Address]. The terms and format of the agreement must be acceptable to our legal department.

In addition to the Subordination Agreement, this approval is subject to the following standard conditions:

- Verification of current employment and income.
- Satisfactory final credit review.
- Current homeowners insurance policy listing [Your Institution Name] as Mortgagee.
- [List any other minor conditions here].

Please provide the requested Subordination Agreement by [Deadline Date] to ensure a timely closing. Once all conditions are met, we will issue the final approval and coordinate your signing date.

This conditional approval is valid until [Expiration Date]. If you have any questions, please contact your Loan Officer, [Officer Name], at [Phone Number].

Sincerely,

[Authorized Signature]

[Printed Name]

[Title]

[Institution Name]