Date: [Current Date]

Borrower Name: [Borrower Name]
Property Address: [Property Address]
Loan Number: [Loan Number]

Dear [Borrower Name],

Congratulations. [Lending Institution Name] has conditionally approved your mortgage application for the property listed above. This approval is subject to the satisfaction of the following specific condition regarding your existing third-party financing:

Condition: Third-Party Subordination Agreement

The existing [Second Mortgage/HELOC/Lien] held by [Name of Third-Party Creditor] must be subordinated to our new first mortgage lien. This requires a formal, recorded Subordination Agreement from the third-party lender confirming that their interest in the property will remain in a junior position to our new loan.

Required Documentation:

- A signed and notarized Subordination Agreement from [Name of Third-Party Creditor].
- Current statement showing the balance and status of the junior lien.
- Contact information for the subordination department of the third-party lender.

Please note that this approval is also subject to the following standard requirements:

- Verification of continued employment and income.
- No material change in your credit profile or financial situation.
- Satisfactory final title search and proof of homeowner's insurance.

This conditional approval is valid until [Expiration Date]. Please provide the requested subordination documents as soon as possible to avoid delays in your closing schedule.

Sincerely,

[Loan Officer Name]
[Title]
[Lending Institution Name]
[Phone Number]
[Email Address]