

[Date]

[Borrower Name]
[Property Address]
[City, State, Zip Code]

Subject: Conditional Acceptance of Private Flood Insurance Policy

Dear [Borrower Name],

We have received and reviewed the private flood insurance policy documentation provided for the property located at [Property Address].

This letter serves as notification that your private flood insurance policy has been **conditionally accepted** by [Lender/Organization Name]. This acceptance is subject to the satisfaction of the following requirements:

- [Requirement 1: e.g., Receipt of the final declarations page]
- [Requirement 2: e.g., Inclusion of the specific Mortgagee Clause]
- [Requirement 3: e.g., Verification of the policy's financial rating]

Please note that this conditional acceptance does not constitute final approval. Final acceptance is contingent upon the submission and verification of the outstanding items listed above by [Due Date].

Failure to provide the requested documentation may result in the rejection of the policy and may require the placement of a different insurance policy to meet your loan obligations.

If you or your insurance agent have any questions, please contact our insurance department at [Phone Number] or [Email Address].

Sincerely,

[Your Name/Department]
[Lender/Organization Name]