

[Date]

[Applicant Name]

[Applicant Address]

[City, State, Zip Code]

**Subject: Conditional Approval of Your Application - [Reference Number/Account Number]**

Dear [Applicant Name],

We are pleased to inform you that your application for [Type of Application, e.g., Mortgage/Loan/Lease] has been conditionally approved. This means your application meets our initial criteria, pending the receipt and verification of the items listed below.

To move forward with the final approval process, please provide the following documentation by [Deadline Date]:

- [Condition 1: e.g., Proof of current income]
- [Condition 2: e.g., Verification of down payment funds]
- [Condition 3: e.g., Signed appraisal report]
- [Condition 4: e.g., Proof of homeowners insurance]

Please note that this conditional approval is not a final commitment. A final decision will be made once all conditions have been met and reviewed by our underwriting department. Any changes to your financial status or failure to provide the requested documents may result in a denial of your application.

You can submit these documents via [Submission Method: e.g., Email/Online Portal/Mail]. If you have any questions regarding these requirements, please contact [Contact Person/Department] at [Phone Number] or [Email Address].

We look forward to completing your application process.

Sincerely,

[Your Name/Representative Name]

[Your Title]

[Company Name]