

[Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Subject: Notification of Mortgage Financing Approval

Dear [Recipient Name],

We are pleased to inform you that your mortgage loan application for the property located at **[Property Address]** has been formally approved.

Loan Details:

- **Loan Amount:** \$[Amount]
- **Loan Term:** [Number of Years] years
- **Interest Rate:** [Rate]%
- **Loan Type:** [Fixed/Adjustable/FHA/etc.]

Your approval is subject to the satisfaction of the following outstanding conditions:

- [Condition 1, e.g., Final verification of employment]
- [Condition 2, e.g., Proof of homeowners insurance]
- [Condition 3, e.g., Updated bank statement]

Please provide the requested documentation by [Date] to ensure a timely closing. Once these items are reviewed and cleared, we will issue the "Clear to Close" and coordinate the final signing date with the title company.

If you have any questions regarding these conditions or the next steps in the process, please contact me directly at [Phone Number] or [Email Address].

Congratulations on reaching this milestone in your home financing journey.

Sincerely,

[Your Name]

[Your Title]

[Company Name]