Conditional Loan Pre-approval Letter

- [Your Name]
- [Your Address]
- [City, State, Zip Code]
- [Email Address]
- [Phone Number]
- [Date]
- [Recipient's Name]
- [Recipient's Address]
- [City, State, Zip Code]
- Subject: Conditional Loan Pre-approval Letter
- Dear [Recipient's Name],
- I am writing to inform you that your application for a [Loan Type] has been reviewed and
- pre-approved by [Lending Institution Name]. Congratulations! This letter is intended to provide you
- with the details of your conditional pre-approval for the loan.
- Loan Details:
- Loan Type: [Loan Type]
- Loan Amount: [Loan Amount]
- Interest Rate: [Interest Rate]
- Term: [Loan Term]
- Monthly Installment: [Monthly Payment Amount]
- Please note that this pre-approval is subject to the following conditions:
- 1. **Verification of Information:** This pre-approval is based on the information provided in your loan
- application. The final approval is contingent upon the successful verification of this information.
- Please provide any requested documents promptly to facilitate the verification process.
- 2. **Credit Check:** A final credit check will be conducted before the loan is approved. Any

significant changes in your credit history or financial situation may affect the loan approval and terms.

3. **Property Appraisal:** If the loan is for a property purchase, an appraisal of the property will be required to determine its value and suitability as collateral for the loan.

4. **Debt-to-Income Ratio:** Your debt-to-income ratio will be evaluated again during the final approval process. Any substantial changes in your financial circumstances may impact the loan approval.

5. **Employment and Income Verification:** Verification of your employment and income will be necessary to ensure that you meet the income requirements for the loan.

6. **Other Conditions:** Additional conditions specific to your loan application may apply. Our loan processing team will communicate any such requirements to you.

Please be aware that this pre-approval letter does not guarantee final loan approval. It is important to continue to meet the conditions outlined above and cooperate with our team to ensure a smooth and timely loan approval process.

If you have any questions or need further clarification regarding the pre-approval or the loan process, please do not hesitate to contact our loan officer, [Loan Officer's Name], at [Loan Officer's Phone Number] or [Loan Officer's Email Address].

We appreciate your interest in [Lending Institution Name] and look forward to assisting you with your financing needs. Thank you for considering us for your loan requirements.

Sincerely,

[Your Name]

[Your Title]

[Lending Institution Name]

[Phone Number]

[Email Address]

[Website (optional)]

Enclosures:

- Pre-approval Application Form
- List of Required Documents
- Privacy Disclosure Information (if applicable)