

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)