Conditional Pre-approval with Credit Repair Requirements

Subject: Conditional Pre-approval Pending Credit Improvements

Dear [Borrower Name],

Thank you for applying for mortgage pre-approval. Based on our initial review, we can conditionally pre-approve you for a loan amount of $[Amount], contingent upon specific credit improvements.

Current Status:

- Credit score: [Current Score]
- Required score: [Target Score]
- Estimated loan amount upon qualification: $[Amount]
- Projected interest rate after improvements: [Rate]%

Required Credit Actions:

- Pay down credit card balance on [Account] to below 30% utilization
- Resolve outstanding collection account with [Creditor] totaling $[Amount]
- Establish 3-month payment history on all accounts with no late payments
- Dispute and resolve [Number] inaccurate items on credit report
- Do not open new credit accounts or make major purchases

Timeline: We recommend completing these items within [Number] days. Once completed, we will re-evaluate your application for full pre-approval.

We believe you are on the right track to homeownership and are committed to helping you achieve your goal. Please contact our office to discuss your credit improvement plan.

Respectfully,

[Loan Officer Name]

[Lender Name]

[Phone/Email]