

Conditional Loan Approval Letter

Subject: Conditional Loan Approval - Additional Documentation Required

Dear [Applicant Name],

We are pleased to provide conditional approval for your loan request in the amount of \$[Amount].

Your application has passed our initial underwriting review, and we are prepared to move forward pending receipt of the following items:

Outstanding Requirements:

- Updated employment verification letter dated within 30 days
- Two most recent pay stubs
- Bank statements for all accounts (last 2 months)
- Explanation letter regarding [specific item from credit report]
- Proof of additional income source mentioned in application

Provisional Terms:

- Loan Amount: Up to \$[Amount]
- Estimated Interest Rate: [Rate]-[Rate]% APR*
- Proposed Term: [Number] months
- Estimated Monthly Payment: \$[Amount]

*Final rate determination will be made upon completion of all documentation requirements.

Please submit the requested items within 15 business days to maintain this conditional approval.

Delays in providing documentation may affect your loan terms or approval status.

Once we receive all required documents, final approval and loan closing can typically be completed within 3-5 business days.

We appreciate your patience and look forward to finalizing your loan.

Regards,

[Underwriter Name]

Loan Processing Department

[Lender Name]

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