

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: Loan Pre-Approval Letter

Dear [Recipient's Name],

I am writing to inform you that we are pleased to offer you a pre-approval for a loan with [Lending Institution Name]. This pre-approval is based on the information you provided and is subject to verification of the details you supplied during the application process.

Loan Details:

- Loan Amount: [Loan Amount]
- Interest Rate: [Interest Rate]
- Loan Term: [Loan Term]
- Type of Loan: [Type of Loan, e.g., Mortgage, Personal Loan, Auto Loan, etc.]
- Purpose of Loan: [Brief description of the purpose, e.g., Home Purchase, Debt Consolidation, etc.]

Please note that this pre-approval is not a final commitment to lend. It is a preliminary assessment of your eligibility for a loan based on the information provided. To proceed with the loan application process, you will need to submit additional documentation for verification, including but not limited to:

1. Proof of Income: W-2 forms, pay stubs, tax returns, or other relevant income documentation.

2. Proof of Assets: Bank statements, investment account statements, and other asset documentation.
3. Employment Verification: Contact information for your current employer and/or any relevant employment documentation.
4. Credit History: Consent for a credit check and review of your credit history.
5. Property Information (if applicable): Details about the property you intend to purchase or use as collateral.

Once we receive and verify the required documentation, our underwriting team will conduct a thorough review of your application. If everything is in order, we will be able to provide you with a final loan approval and proceed with the next steps of the loan process.

Please feel free to contact our dedicated loan officers at [Loan Officer's Name] via email at [Loan Officer's Email] or by phone at [Loan Officer's Phone Number] if you have any questions or require further assistance. We are committed to guiding you through every step of the process and helping you achieve your financial goals.

We look forward to the opportunity to work with you and help you secure the funding you need.

Thank you for choosing [Lending Institution Name].

Sincerely,

[Your Name]

[Your Title]

[Lending Institution Name]

[Website]

[Phone Number]

[Email Address]

[Additional Contact Information or Disclaimer, if applicable]