

Conditional pre-approval pending documentation

Dear [Applicant Name],

We are happy to provisionally pre-approve you for a loan of [Loan Amount] with [Bank/Institution Name]. This approval is contingent upon the receipt and verification of the following documents: [List Documents].

Once the required documents are submitted and verified, a formal approval will be granted. We look forward to assisting you with your financial needs.

Warm regards,

[Loan Officer Name]

[Title]

[Bank/Institution Name]

Get more templates here: <https://www.lettersandtemplates.com/letters/loan-pre-approval-letter>