

Formal institutional document for record keeping

To: [Applicant Name]

This letter serves as official notice that you have been pre-approved for a loan of [Loan Amount] with [Bank/Institution Name], subject to the verification of all required documentation.

This pre-approval is effective until [Expiration Date]. Please contact our office to complete the necessary formalities.

Sincerely,

[Loan Officer Name]

[Title]

[Bank/Institution Name]

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