

# Bank Pre-approval Letter

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Bank Name]

[Bank Address]

[City, State, ZIP Code]

Subject: Pre-Approval Letter for [Applicant's Name]

Dear [Applicant's Name],

We are pleased to inform you that based on our careful review of your financial information, credit history, and other relevant factors, you have been pre-approved for a [Loan Type] from [Bank Name]. This pre-approval is subject to the terms and conditions outlined below:

Loan Details:

Loan Type: [e.g., Mortgage, Auto Loan, Personal Loan, etc.]

Loan Amount: [Approved Loan Amount]

Interest Rate: [Interest Rate]

Loan Term: [Loan Term, e.g., 30 years for a mortgage]

Estimated Monthly Payment: [Estimated Monthly Payment Amount]

Conditions of Pre-Approval:

1. Verification of Information: This pre-approval is contingent upon the verification of the information provided in your application, including income, assets, and employment history.
2. Property/Applicant Eligibility: For mortgage loans, the final approval is subject to the bank's assessment of the property's value and condition. For other types of loans, eligibility will be

determined by meeting the bank's specific criteria.

3. Documentation: You will be required to provide additional documentation to support the information provided during the pre-approval process. These documents may include pay stubs, tax returns, bank statements, and other relevant financial information.

4. Credit Check: The pre-approval is based on the information available at the time of application. The bank reserves the right to re-evaluate your creditworthiness before final approval.

5. Interest Rate Lock: The interest rate quoted in this pre-approval letter is subject to change until you have locked in your rate with the bank.

6. Expiration: This pre-approval is valid until [Expiration Date]. To secure your pre-approved offer, you must complete the application process before the expiration date.

#### Next Steps:

To move forward with your pre-approved offer, please follow these steps:

1. Review and Sign: Review the terms and conditions outlined in this letter. If you agree to the terms, sign and date a copy of this letter.
2. Gather Documentation: Collect the required documentation as specified by your loan officer.
3. Apply: Complete the full loan application process with [Bank Name] before the pre-approval expiration date.
4. Property Appraisal (for Mortgage Loans): If applicable, schedule a property appraisal through [Bank Name] to assess the value and condition of the property.
5. Lock in Your Rate: Once you're ready to proceed, contact your loan officer to lock in your interest rate.

Please feel free to reach out to your dedicated loan officer, [Loan Officer Name], at [Loan Officer Email] or [Loan Officer Phone] if you have any questions or need assistance throughout the application process.

We look forward to assisting you in achieving your financial goals and helping you secure the financing you need. Congratulations on your pre-approval!

Sincerely,

[Your Name]

[Your Title]

[Bank Name]

[Bank NMLS#]

[Bank Logo]

[Attachment: Signed copy of the Pre-Approval Letter]