

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Title]
[Bank/Institution Name]
[Bank Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Conditions for Loan Approval

1. ****Introduction****

- Briefly state the purpose of the letter.

2. ****Loan Details****

- Specify the type of loan, amount requested, and purpose of the loan.

3. ****Conditions for Approval****

- List the specific conditions outlined by the lender for loan approval.

a. Condition 1

b. Condition 2

c. Condition 3

4. ****Action Required****

- Describe what actions you will take to meet these conditions.

5. ****Conclusion****

- Express appreciation for the consideration and state your willingness to comply with necessary conditions.

Sincerely,

[Your Name]