**Pre-Approval Letter Example**

XYZ Bank Ltd.  
389 St. Charles Street  
Columbus, Ohio 43001

Date: November 7, 2020.

Dear Mr. Shannon Steinfield,

Congratulations! You have been successfully pre-approved for your home loan application. Based on the financial records and personal data furnished by you, XYZ bank ltd. is pleased to offer you a loan subject to the following terms and conditions:

Property Address: 1857 Colonial Drive, Columbus, Ohio 43003  
Purchase price: $570,000  
Loan amount: $490,000  
Term of Loan: 20 years, conventional  
Type of Loan: VA  
Property Type: Residential  
Interest rate: 12% p.a

The final loan approval letter will be sent to you after completion of the loan approval process on re-verification of documents and fulfillment of the following requirements:

1. Your credit score has not changed.
2. Your assets, liabilities, employment status, and income have not changed.
3. You have received the title to the above property.
4. A property appraisal process has been completed supporting the purchase price.
5. Sufficient funds are available to make the down payment.
6. Final underwriting approval has been made.

Please note that this pre-approval letter does not state that your loan has been approved or guarantee a loan, in any way. Official underwriting approval is yet to be obtained for the funding of the mentioned property. Also, note that this letter shall expire within 90 days and is subject to change if required at any stage of the loan approval process. It is not a legal document or constitutes a contract in any manner. The rights of this letter are non-transferable.

Sincerely,

Josh Kavinsky, Loan Officer  
XYZ Bank Ltd.