

Hello <Salutation>,

Based on the information you provided we have prepared recommendations that are outlined in the attached Excel spreadsheet. After opening the attachment please be sure to check the bottom border of the page for additional scenario's. If for any reason you are unable to open the attachment please go to [Excel](#) and download an Excel viewer, or call my office and we will gladly make other arrangements <MY:b-Office Ph>.

<Proc> is my Operations Manager and Senior Processor, she will contact you within the next 24 business hours to confirm your conditional credit approval and give you an exact list of documents needed. (Enter processor first name here) is incredible! She has a wonderful servant attitude, is great with details, and makes a special point to request as little documentation as possible. You will love having her on your team. <Proc> (512) 328-5785, Toll Free <MY:b-Other Ph>, (Enter processor e-mail address here)

The next step is to simply return the documents that we request so that we can complete your credit approval. In most cases your approval will remain valid for up to 120 days, provided that we receive all of your supporting documentation promptly.

Please call with any questions: <MY:b-Office Ph>

Have a great day,

<MY:Salutation>

<MY:Contact>

<MY:b-Title>

<MY:Company>

<MY:Mailing Address>

<MY:Mailing City>, <MY:Mailing State> <MY:Mailing Zip>

Phone: <MY:b-Office Ph>

Toll Free: <MY:b-Other Ph>

Fax: <MY:b-Office Fax>

Web: <MY:Web Site>

"We are what we repeatedly do. Excellence then, is not an act but a habit."

-Aristotle