

# Letter of Clarification Regarding Secondary Loan Approval Criteria

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Recipient's Company]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are writing to provide clarification regarding the approval criteria for secondary loans as per your recent inquiry. The following points outline the specific criteria considered during the evaluation process:

- **Creditworthiness:** Applicants must have a minimum credit score of [Insert Score] to be eligible.
- **Income Verification:** Proof of stable income is required, including recent pay stubs or tax returns.
- **Debt-to-Income Ratio:** A maximum debt-to-income ratio of [Insert Ratio]% is acceptable.
- **Collateral:** Collateral requirements will depend on the amount of the loan requested.
- **Loan Purpose:** The purpose of the loan must be clearly defined and align with our lending policies.

We appreciate your understanding and encourage you to reach out should you have any further questions or require additional information. We are here to assist you in the loan approval process.

Thank you for considering us for your lending needs.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Phone Number]

[Your Email Address]