### **Proof of Funds / Finance Pre-Approval Letter Template**

Purpose: Confirms buyer's financial capacity pre-hire. Issued by lender; buyer obtains and uploads to platform. Standardizes format for quick verification. s

Template Structure (Lender-Generated, but platform can provide buyer guidance form):

FINANCE PRE-APPROVAL LETTER

[LENDER NAME, e.g., National Australia Bank]

Date: [INSERT DATE]

Reference: [INSERT LOAN APPLICATION ID]

To Whom It May Concern,

Re: [INSERT BUYER FULL NAME], [INSERT BUYER ADDRESS]. This letter confirms that [INSERT BUYER FULL NAME] has applied for a home loan with [LENDER NAME]. Based on the financial information provided (including income verification via payslips and tax returns), we have pre-approved financing as follows:

* Approved Loan Amount:
* [INSERT,e.g.,640000]
* [*INSERT*,*e*.*g*.,640000].
* Property Value Assessed: Up to
* [INSERT,e.g.,800000]
* [*INSERT*,*e*.*g*.,800000].
* Interest Rate: [INSERT, e.g., Variable 5.5% p.a.].
* Loan Term: [INSERT, e.g., 30 years].
* Conditions: Subject to full credit assessment, property valuation, and contract review. Valid for [INSERT PERIOD, e.g., 90 days from date].

Documents Provided: [LIST, e.g., Payslips for last 3 months, Tax Assessment Notice]. This pre-approval strengthens the buyer's position in property negotiations. For queries, contact [INSERT LENDER CONTACT, e.g., Loan Officer Name, Phone, Email].

Signed:

[INSERT LENDER OFFICER NAME]  
[INSERT POSITION, e.g., Senior Lending Manager]  
[LENDER SIGNATURE]  
[LENDER CONTACT DETAILS]

Platform Upload Instructions: Buyers scan/upload this to Conveyancers Marketplace profile during job initiation for auto-matching with conveyancers.