

[Bank Letterhead]

[Date]

[Organization Name]

[Contact Person Name]

[Address]

[City, State, Zip Code]

RE: Documentation of Community Development Purpose for Loan #[Loan Number]

Dear [Contact Person Name],

In connection with the recent loan provided by [Bank Name] to [Organization Name], we are requesting documentation to confirm the community development purpose of this financing. This information is required for our records under the Community Reinvestment Act (CRA).

To assist us in our assessment, please provide information regarding how this loan meets one or more of the following criteria:

- **Affordable Housing:** Does the project provide housing for low- or moderate-income individuals?
- **Community Services:** Does the organization provide essential services (e.g., education, healthcare, childcare) targeted to low- or moderate-income individuals?
- **Economic Development:** Does the loan support small business growth or job creation/retention for low- or moderate-income residents?
- **Revitalization/Stabilization:** Does the project support the improvement of a distressed or underserved census tract?

Please provide any supporting documents, such as your mission statement, project descriptions, rent rolls, or demographic data of the population served.

Kindly return this information by [Due Date]. If you have any questions, please contact [Bank Contact Name] at [Phone Number] or [Email Address].

Thank you for your cooperation and for the work you do in our community.

Sincerely,

[Signature]

[Name]

[Title]

[Bank Name]