

[Date]
[Program Name]
[Organization Address]
[City, State, Zip Code]

[Applicant Name]
[Applicant Address]
[City, State, Zip Code]

RE: Approval for First-Time Homebuyer Down Payment Assistance

Dear [Applicant Name],

We are pleased to inform you that your application for the [Program Name] has been officially approved. This letter serves as confirmation of the financial assistance reserved for your home purchase.

Approval Details:

- **Assistance Amount:** \$[Amount]
- **Funding Type:** [Grant / Forgivable Loan / Deferred Loan]
- **Property Address:** [Property Address or "To Be Determined"]
- **Expiration Date:** [Date]

Conditions of Approval:

- The property must be your primary residence.
- You must complete a certified Homebuyer Education Course prior to closing.
- A final inspection and appraisal must meet program requirements.
- The assistance is subject to the availability of funds at the time of closing.

Please provide a copy of this letter to your primary mortgage lender and your real estate agent. This approval is valid until the expiration date listed above. If you do not close on a home by this date, you may need to submit a request for an extension.

Congratulations on taking this significant step toward homeownership. If you have any questions, please contact our office at [Phone Number] or [Email Address].

Sincerely,

[Signature]
[Name of Program Coordinator]
[Title]