

[Your Full Name]  
[Your Address]  
[City, State, Zip Code]  
[Your Phone Number]  
[Your Email Address]

[Date]

[Lending Institution Name]  
[Contact Person Name, if known]  
[Institution Address]  
[City, State, Zip Code]

**RE: Funding Authorization for First-Time Homebuyer Program**  
**Loan Application Number: [Insert Loan Number]**  
**Property Address: [Insert Subject Property Address]**

To Whom It May Concern,

I, [Your Full Name], hereby authorize [Lending Institution Name] to release and disburse the funds allocated under the [Insert Name of Specific Grant or First-Time Homebuyer Program] for the purchase of the property located at [Insert Subject Property Address].

I confirm that I meet the eligibility requirements for this program as a first-time homebuyer. These funds are to be applied toward the [down payment / closing costs / principal reduction] as specified in the signed purchase agreement and loan disclosures.

Please coordinate the transfer of these funds directly to the closing agent/escrow company listed below:

**Escrow/Closing Company:** [Company Name]  
**Escrow Officer Name:** [Name]  
**Escrow/File Number:** [Number]

Should you require any further documentation or verification regarding this authorization, please contact me directly at [Your Phone Number].

Sincerely,

[Your Signature]

[Your Printed Name]