

[Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Subject: Notice of Grant Award - First-Time Homebuyer Program

Dear [Recipient Name],

We are pleased to inform you that your application for the [Name of Government Grant Program] has been approved. You have been awarded a grant in the amount of \$[Amount] to assist with the purchase of your first home.

This award is subject to the following terms and conditions:

- The funds must be used exclusively for down payment assistance or closing costs.
- The property must be located within [County/State/Jurisdiction].
- You must occupy the property as your primary residence for a minimum of [Number] years.
- Closing must occur on or before [Expiration Date].

To proceed with the disbursement of funds, please provide this letter to your mortgage lender and title company. Your escrow officer must submit a request for funding at least [Number] days prior to your scheduled closing date.

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

Sincerely,

[Name of Official]

[Title]

[Department/Agency Name]