

**[Financial Institution Name]**

[Institution Address]

[City, State, Zip Code]

[Phone Number]

**Date:** [Current Date]

**Subject:** First-Time Buyer Auto Loan Pre-Qualification

Dear [Applicant Name],

Congratulations! Based on the preliminary information provided in your application, [Financial Institution Name] is pleased to inform you that you have been pre-qualified for a first-time homebuyer auto loan.

This pre-qualification is based on your credit profile and financial information for the following terms:

- **Maximum Loan Amount:** \$[Amount]
- **Estimated Interest Rate:** [Percentage]%
- **Loan Term:** [Number of Months] months
- **Expiration Date:** [Date]

**Next Steps:**

Please present this letter to your chosen dealership. To finalize your loan, we will require the following documentation:

- Proof of income (recent pay stubs or tax returns)
- Proof of residence
- Valid Driver's License
- Vehicle Identification Number (VIN) and mileage of the selected vehicle
- Proof of insurance

Please note that this is not a final loan approval. Final approval is subject to verification of your information and the valuation of the vehicle you intend to purchase.

If you have any questions, please contact our lending department at [Phone Number]. We look forward to helping you purchase your first vehicle.

Sincerely,

[Officer Name]

[Title]

[Financial Institution Name]