

[Date]

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

Subject: Notification of Moderate-Income Housing Grant Award

Dear [Recipient Name],

We are pleased to inform you that your application for the [Name of Grant Program] has been approved. Based on the documentation provided, you have been selected to receive a housing grant in the amount of \$[Amount].

This grant is intended to support moderate-income individuals and families by providing financial assistance for [purpose, e.g., down payment assistance / rental subsidies / home rehabilitation].

Grant Details:

- **Grant ID:** [Reference Number]
- **Award Amount:** \$[Amount]
- **Distribution Date:** [Date]
- **Disbursement Method:** [Direct Deposit / Check / Escrow Transfer]

Please note that these funds are subject to the following conditions:

- The funds must be used exclusively for [specific housing purpose].
- Recipients must remain in the property for a minimum of [Number] years.
- Any changes in income or household status must be reported to [Department Name] immediately.

To accept this award, please sign and return the enclosed Grant Agreement form by [Deadline Date]. Once the signed document is received, the funds will be released according to the disbursement method listed above.

If you have any questions regarding this distribution, please contact the [Department Name] at [Phone Number] or [Email Address].

Congratulations on your award.

Sincerely,

[Signature]
[Name of Official]

[Title]

[Organization/Agency Name]