

[Date]

[Applicant Name]

[Applicant Address]

[City, State, Zip Code]

Subject: Letter of Eligibility for Down Payment Assistance

Dear [Applicant Name],

We are pleased to inform you that you have been pre-approved for the [Name of Program] Down Payment Assistance Program. Based on the documentation provided and our initial review of your financial information, you meet the preliminary eligibility requirements for this assistance.

Approval Details:

- **Maximum Assistance Amount:** \$[Amount]
- **Program Type:** [Grant / Forgivable Loan / Deferred Loan]
- **Expiration Date:** [Date]

This eligibility is subject to the following conditions:

1. The purchase price of the property must not exceed \$[Maximum Price].
2. The property must be located within [City/County/State].
3. The property must serve as your primary residence.
4. You must complete a certified Homebuyer Education Course.
5. Final approval is subject to a fully executed purchase contract and a final underwriting review of your mortgage loan.

This letter is not a commitment to lend. Final funding is contingent upon the availability of program funds at the time of closing and compliance with all program guidelines.

If you have any questions, please contact our office at [Phone Number] or [Email Address].

Sincerely,

[Officer Name]

[Title]

[Organization Name]