

Date: [Date]

Applicant Name: [Applicant Name]

Address: [Applicant Address]

City, State, Zip: [City, State, Zip]

Subject: Conditional Pre-Approval for Down Payment Assistance Grant

Dear [Applicant Name],

We are pleased to inform you that you have been conditionally pre-approved for a Down Payment Assistance Grant through [Program Name] in the amount of \$[Amount].

This pre-approval is based on the preliminary information provided in your application and is subject to the following conditions:

- Verification of final household income and employment documentation.
- Ratified purchase contract for a qualifying property within [Geographic Area].
- Successful completion of an approved Homebuyer Education Course.
- Approval of the primary mortgage loan by a participating lender.
- Final underwriting review and availability of program funds at the time of closing.

This conditional pre-approval is valid until [Expiration Date]. If you do not enter into a contract by this date, a re-evaluation of your eligibility may be required.

Please provide this letter to your real estate agent and mortgage lender. Once you have a signed purchase agreement, please contact our office to begin the final approval process.

Congratulations on taking this step toward homeownership.

Sincerely,

[Name of Officer]

[Title]

[Organization Name]

[Phone Number]

[Email Address]