

Date: [Date]

To: [Applicant Name(s)]

Address: [Applicant Address]

Subject: Pre-Approval for First-Time Buyer Forgivable Loan Assistance

Dear [Applicant Name],

We are pleased to inform you that you have been pre-approved for the First-Time Buyer Forgivable Loan Assistance program. Based on our preliminary review of your financial information, you are eligible for down payment and closing cost assistance for the purchase of your first home.

Pre-Approval Details:

- **Maximum Forgivable Loan Amount:** \$[Amount]
- **Program Name:** [Program Name]
- **Forgiveness Term:** [Number] years
- **Expiration Date:** [Date]

Terms and Conditions:

This assistance is provided as a 0% interest, deferred-payment loan. The loan will be fully forgiven if you maintain the property as your primary residence for the duration of the forgiveness term. This pre-approval is subject to the following conditions:

- Verification of final sales contract and property appraisal.
- Verification of household income and credit stability at the time of closing.
- Completion of an approved Homebuyer Education Course.
- The property must meet all program safety and habitability standards.

Please present this letter to your real estate agent and primary mortgage lender. This letter does not constitute a final commitment to lend; final approval is subject to underwriting and the availability of program funds.

Congratulations on taking this significant step toward homeownership.

Sincerely,

[Name of Officer]

[Title]

[Organization Name]

[Phone Number]