

Date: [Date]

To: [Applicant Name(s)]

Property Address: [Property Address / TBD]

Subject: Pre-Approval for First-Time Homebuyer Down Payment Assistance

Dear [Applicant Name(s)],

We are pleased to inform you that you have been pre-approved for down payment assistance through the [Name of Assistance Program/Organization]. This pre-approval is based on a preliminary review of your provided financial documentation and your status as a first-time homebuyer.

Pre-Approval Details:

- **Assistance Amount:** Up to \$[Amount]
- **Funding Type:** [Grant / Forgivable Loan / Second Mortgage]
- **Maximum Purchase Price:** \$[Amount]
- **Expiration Date:** [Date]

Conditions of Approval:

- Verification of final sales contract and property eligibility.
- Completion of an approved Homebuyer Education Course.
- No material changes to applicant's income, employment, or credit score.
- Property must serve as the applicant's primary residence.

This letter is not a commitment to lend but serves as a notification of eligibility for the specified assistance funds. Final approval is subject to a full underwriting review and the availability of program funds at the time of closing.

Congratulations on taking this step toward homeownership.

Sincerely,

[Signature]

[Name of Program Officer]

[Title]

[Organization Name]

[Phone Number]