

[Lender Letterhead/Logo]

[Date]

[Borrower Name]

[Borrower Address]

[City, State, Zip Code]

RE: Notice of Eligibility for Down Payment Assistance

Dear [Borrower Name],

We are pleased to inform you that based on a preliminary review of your financial application and credit profile, you have been determined eligible for the following Down Payment Assistance (DPA) program:

- **Program Name:** [Name of Program]
- **Assistance Amount:** \$[Amount] (or [Percentage]%)
- **Funding Type:** [Grant / Forgivable Loan / Second Mortgage]

This eligibility is based on the following criteria provided in your application:

- Household Income: \$[Amount]
- Property Location: [County/Area]
- First-Time Homebuyer Status: [Yes/No]

Please note that this letter does not constitute a final loan approval. Final commitment is subject to the following conditions:

- Underwriting approval of the primary mortgage loan.
- Verification of all income and asset documentation.
- Completion of a certified Homebuyer Education Course (if required).
- Execution of a fully signed purchase agreement for a qualifying property.

This eligibility determination is valid until [Expiration Date].

If you have any questions regarding the next steps in the home buying process, please contact me directly at [Phone Number] or [Email Address].

Sincerely,

[Loan Officer Name]

[Title]

[Lending Institution Name]

[NMLS Number]