

[Date]

[Applicant Name]

[Applicant Address]

[City, State, Zip Code]

RE: Municipal Down Payment Assistance Program Pre-Approval

Dear [Applicant Name],

We are pleased to inform you that you have been pre-approved for the [Name of Municipal Program] Down Payment Assistance Program. Based on the preliminary review of your application and financial documentation, you are eligible for assistance in the following amount:

Maximum Assistance Amount: \$[00,000.00]

This pre-approval is subject to the following conditions:

- The property must be located within the city limits of [City Name].
- The purchase price must not exceed \$[000,000.00].
- The applicant must complete a certified Homebuyer Education Course.
- Final approval is contingent upon a fully executed sales contract and a formal appraisal.
- Verification of continued employment and income stability prior to closing.

Please note that this letter is not a commitment to lend or a guarantee of funds. Funding is subject to the availability of program reserves at the time of the final commitment request.

This pre-approval is valid for [90] days from the date of this letter and will expire on [Expiration Date].

Congratulations on taking this step toward homeownership. Please provide a copy of this letter to your real estate agent and primary mortgage lender.

Sincerely,

[Signature]

[Name of Program Coordinator]

[Department Name]

[Municipality Name]