

[Lending Institution Name]
[Street Address]
[City, State, Zip Code]
[Phone Number]
[Date]

Subject: Qualified First-Time Homebuyer Down Payment Match Pre-Approval

To Whom It May Concern,

This letter serves as official confirmation that **[Applicant Name(s)]** has been pre-approved for the **[Name of Program]** Down Payment Matching Program.

Based on a preliminary review of financial documentation, the applicant meets the eligibility requirements for a first-time homebuyer. Under the terms of this program, [Lending Institution Name] commits to matching the applicant's personal down payment funds at a ratio of **[Ratio, e.g., 2:1]**, up to a maximum contribution of **[\$[Maximum Amount]]**.

Pre-Approval Details:

- **Maximum Purchase Price:** \$[Amount]
- **Applicant Contribution:** \$[Amount]
- **Lender Matching Funds:** \$[Amount]
- **Total Down Payment:** \$[Total Amount]
- **Expiration Date:** [Date]

This pre-approval is subject to the following conditions:

- Verification of final property appraisal and inspection.
- No material change in the applicant's financial status or credit score.
- Continued availability of program funding at the time of closing.
- Completion of a certified Homebuyer Education Course.

Should you have any questions regarding this match or the applicant's standing, please contact our mortgage department at [Phone Number].

Sincerely,

[Signature]
[Name of Loan Officer]
[Title]
[NMLS ID Number]