

Date: [Date]

Applicant Name: [Applicant Name]

Property Address: [Property Address, if known]

Application Number: [Reference Number]

Subject: Conditional Approval for Down Payment Assistance

Dear [Applicant Name],

We are pleased to inform you that your application for the [Name of Assistance Program] has been conditionally approved. Based on our preliminary review, you are eligible for assistance in the amount of \$[Amount].

Please be advised that this is not a final commitment. This approval is subject to the satisfaction of the following conditions:

- Verification of final household income and employment documentation.
- Ratified sales contract for a property meeting program requirements.
- Satisfactory property inspection and appraisal.
- Completion of a certified Homebuyer Education Course.
- Final approval and commitment from your primary mortgage lender.
- [Insert Additional Condition Here]

This conditional approval is valid until [Expiration Date]. If your home purchase does not close by this date, a re-evaluation of your eligibility may be required.

If there are any significant changes to your financial situation, credit score, or household size, please notify us immediately, as these factors may affect your eligibility.

Congratulations on reaching this milestone. We look forward to working with you toward the purchase of your home.

Sincerely,

[Name of Official]

[Title]

[Organization Name]

[Phone Number]