

[Date]

[Lender Name]

[Lender Address]

[City, State, Zip Code]

**RE: Down Payment Assistance Award Letter**

To Whom It May Concern,

This letter serves as official notification that **[Applicant Name]** has been approved for down payment assistance through the **[Name of Program/Organization]**.

The details of the assistance are as follows:

- **Assistance Amount:** \$[Amount]
- **Property Address:** [Property Address, if known]
- **Type of Funds:** [e.g., Grant, Forgivable Loan, Deferred Loan]

These funds are specifically designated for the down payment and/or closing costs associated with the purchase of a primary residence. This assistance is not a gift from a relative; it is a formal subsidy provided by a government or non-profit entity.

Conditions for the disbursement of these funds include:

- Final approval of the first mortgage by the lender.
- Completion of a certified homebuyer education course.
- Satisfactory property inspection and appraisal.

The funds will be wired directly to the closing agent or title company upon receipt of a final Closing Disclosure and a confirmed closing date.

If you require additional documentation or have questions regarding the terms of this program, please contact our office at [Phone Number] or [Email Address].

Sincerely,

[Signature]

[Printed Name]

[Title]

[Organization Name]