

# Down Payment Verification Letter

Date: [Insert Date]

[Recipient's Name]

[Recipient's Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

This letter serves to verify the down payment funds for [Buyer's Name], a first-time homebuyer, in connection with their application for the first-time homebuyer assistance program.

Buyer's Name: [Buyer's Full Name]

Property Address: [Property Address]

The down payment amount is \$[Amount], which is sourced from [source of funds, e.g., savings account, gift]. I have attached the necessary documentation supporting this verification, including bank statements and/or gift letters if applicable.

Please feel free to contact me at [Your Phone Number] or [Your Email Address] should you require any additional information or clarification.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Title/Position]

[Your Organization/Company]

[Your Address]

[City, State, ZIP Code]