Eligibility Assessment Request

Date: [Insert Date]

To: [Insert Recipient's Name]

[Insert Recipient's Title]

[Insert Organization Name]

[Insert Organization Address]

[Insert City, State, Zip Code]

Dear [Insert Recipient's Name],

I am writing to request an eligibility assessment for down payment assistance that would enable me to purchase a home. My name is [Your Name], and my contact information is [Your Phone Number] and [Your Email Address].

I am interested in understanding my eligibility for any available down payment assistance programs, as I believe this support will significantly aid me in achieving homeownership. I have attached the necessary documents for your review, including my income verification, bank statements, and any other required information.

Thank you for considering my request. I am looking forward to your prompt response and guidance on the next steps.

Sincerely,

[Your Name]

[Your Address]

[Your City, State, Zip Code]