

# Verification Request for Down Payment Assistance Eligibility

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to request verification of my eligibility for down payment assistance for the purchase of my home located at [Property Address]. I am currently in the process of applying for down payment assistance through [Program Name], which requires confirmation of my financial status and eligibility.

For your reference, I have attached the necessary documents including [list any attached documents, e.g., income statements, tax returns, etc.]. Please confirm the following information:

- Current employment status and income
- Creditworthiness and score
- Any additional information relevant to financial eligibility

You may reach me at [Your Phone Number] or [Your Email Address] should you require further information. I appreciate your assistance in this matter and look forward to your prompt response.

Thank you for your attention to this request.

Sincerely,

[Your Name]