

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient's Title]
[Bank or Lending Institution Name]
[Bank or Lending Institution Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Letter of Intent for First-Time Home Buyer Application

I am writing to formally express my intent to apply for a mortgage as a first-time home buyer. I am interested in purchasing a property located at [Property Address], and I believe that your institution can assist me in making this dream a reality.

As a first-time buyer, I am seeking a [type of mortgage, e.g., fixed-rate mortgage] with [specific terms if applicable, e.g., 30-year term]. My intention is to work with your team to explore the available financing options and ensure that I can secure a loan that best fits my financial situation.

I have reviewed my financial standing and can provide the necessary documentation, including proof of income, employment verification, credit history, and any other information required for the application process. I am confident that my financial background will meet your criteria for a first-time homebuyer mortgage.

I appreciate your consideration of my application and look forward to the opportunity to work with you. Please feel free to contact me at [Your Phone Number] or [Your Email Address] to discuss the next steps in this process.

Thank you for your time and assistance.

Sincerely,
[Your Name]