

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Title]
[Organization/Department Name]
[Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Eligibility Confirmation for First-Time Buyer Program

We are pleased to inform you that your application for the First-Time Buyer (FTB) Program has been reviewed, and you have been deemed eligible.

Eligibility Criteria Met:

- [Criteria 1]
- [Criteria 2]
- [Criteria 3]

Your eligibility allows you to access the following benefits under the FTB Program:

- [Benefit 1]
- [Benefit 2]
- [Benefit 3]

Please ensure that you complete the necessary steps to finalize your participation in the program by [Deadline Date]. For any questions or further information, feel free to contact us at [Contact Information]. Thank you for your interest in the First-Time Buyer Program. We look forward to assisting you in your journey towards homeownership.

Sincerely,

[Your Name]
[Your Title]
[Organization/Department Name]