

**\*PLEASE CHECK WITH BUILDER AND/OR MORTGAGE COMPANY TO MAKE SURE THEY WILL APPROVE THIS CONTRIBUTION BEFORE WE TYPE THE LETTER OR THERE WILL BE A CHARGE IF WE HAVE TO REDO\***

**ALSO: ALL NECESSARY PAPERWORK NEEDS TO BE TURNED IN TO THE DOCUMENTS DEPARTMENT BEFORE WE SEND LETTER**

**LETTER TO A BUILDER:**

Name of company: \_\_\_\_\_

Name of sales representative: \_\_\_\_\_

Email address of sales representative: \_\_\_\_\_

Property address (the complete address): \_\_\_\_\_

Complete name of buyer(s): \_\_\_\_\_

Amount you will be contributing: \$\_\_\_\_\_ and what it will be applied to:  
Sales price \_\_\_\_\_ Closing costs \_\_\_\_\_ Both \_\_\_\_\_

**\*OR\* LETTER TO A MORTGAGE COMPANY:**

Name of mortgage company: \_\_\_\_\_

Name of loan officer: \_\_\_\_\_

Email address of loan officer: \_\_\_\_\_

Property address (the complete address): \_\_\_\_\_

Complete name of buyer(s): \_\_\_\_\_

Amount you will be contributing: (\$\_\_\_\_\_) and what it will be applied to:  
Sales price \_\_\_\_\_ Closing costs \_\_\_\_\_ Both \_\_\_\_\_