

(Printed on your company letterhead)

Dear Mortgage Lender:

(Name of employee) will receive \$ _____ , an Employer Assisted Housing benefit, to be used towards downpayment and/or closing costs for the purchase of the property located at _____ (address) _____. The funds will be provided in the form of a check made payable to the settlement agent or lender. A copy of the commitment letter with a scheduled closing date will be required to initiate the disbursement.

Should you have any questions regarding this benefit, please contact _____.

Signed & Dated
Title