

[TOWN LETTERHEAD]

[DATE]

[NAME OF HOMEOWNER]
[ADDRESS OF HOMEOWNER]

Dear _____:

At their meeting of [DATE], the _____ Board of Selectmen voted to approve your request to refinance your home at [ADDRESS OF HOMEOWNER].

The vote of approval stipulated that the loan be at a fixed rate and the principal loan amount should not exceed [\$_____].

This consent is valid subject to obtaining the prior written approval of the Department of Housing and Community Development. By copy of this letter to that Agency, we are confirming that the City/Town of _____ has approved your request.

Sincerely,

Town Administrator/Manager/Board of Selectmen

Enclosure

cc: Bertha Borin, DHCD