

Insert your company letterhead

< (ADD DATE XX/XX/2025) >

< (ADD REFERENCE)>

First Peoples Home Ownership Program  
Homes Victoria  
50 Lonsdale Street,  
Melbourne Victoria 3000  
GPO Box 4057,  
Melbourne Victoria 3001

To: First Peoples Home Ownership Program Team  
By email: [firstpeopleshomeownership@homes.vic.gov.au](mailto:firstpeopleshomeownership@homes.vic.gov.au)

**RE: Name of Applicant/s - Confirmation of Deposit Contribution and Stamp Duty  
Helper amount  
Property Address: [Property address] (Property)**

This letter is to confirm [Name of Applicant/s] [is/are] contributing [\$ add contribution sum] for the purchase of the above stated Property.

This letter is to confirm [Name of Applicant/s] will incur [\$ add stamp duty sum] Land Transfer (Stamp) duty for cost associated with the land transfer of land into a person's name(s).

The Settlement Date for the Property purchased by [Name of Applicant/s] will occur on [add date].

Please do not hesitate to contact me if you require further information by email at [email address] or [telephone number].

Kind Regards,

<signature here>

<Name>

<Title>