

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient's Name]  
[Recipient's Position]  
[Lender's Name]  
[Lender's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: FHA Loan Approval Request

I am writing to formally request the approval for my FHA loan application. My loan application number is [Loan Application Number], submitted on [Submission Date].

I appreciate the opportunity to apply for an FHA loan to assist in purchasing my home located at [Property Address]. I believe that this loan will help me to achieve my goal of homeownership while providing the necessary support to manage my financial obligations.

Attached are the required documents, including my income verification, credit report, and employment history, all of which substantiate my ability to repay the loan. I have also included a copy of my signed purchase agreement.

Thank you for considering my application. I look forward to your prompt response regarding my loan approval status. Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you need any additional information or documentation.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]