

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

[Recipient's Name]
[Recipient's Title]
[Bank or Lender's Name]
[Bank or Lender's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request the approval of my FHA loan application submitted on [Date of Application Submission]. I believe this loan will significantly assist me in purchasing my first home located at [Property Address].

As outlined in my application, my financial background includes a stable income, a good credit score, and the ability to make the required down payment. Attached to this letter are additional documents that further support my loan application, including:

1. Proof of Income
2. Recent Tax Returns
3. Bank Statements
4. Employment Verification

I appreciate your consideration of my request and am hopeful for a positive response. Should you require any further information or documentation, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,
[Your Name]