

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient's Position]
[Lender's Name]
[Lender's Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Documentation for FHA Loan Application

I am writing to provide the necessary documentation for my FHA loan application. As per your request, I have included the following items:

1. **Completed FHA Loan Application (Form 1003)**
2. **Two years of personal tax returns**
3. **Last two months of bank statements**
4. **Pay stubs for the last 30 days**
5. **Proof of homeowners insurance**
6. **W-2 Forms for the last two years**

Please let me know if you require any additional information or documents to proceed with my application. I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your assistance.

Sincerely,

[Your Name]