

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

[Recipient's Name]
[FHA Loan Officer's Name]
[Bank/Financial Institution Name]
[Bank Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request approval for an FHA loan to finance the purchase of my new home located at [Property Address].

After reviewing my financial situation and creditworthiness, I am confident that I meet the necessary requirements for the FHA loan. As an [insert brief background about employment, income, and credit score], I believe I can fulfill the responsibilities of homeownership.

The requested loan amount is [\$Amount] with a plan to secure a fixed interest rate. I have attached all necessary documentation including:

1. Completed FHA loan application
2. Proof of income (pay stubs, tax returns)
3. Credit report
4. Bank statements
5. Property purchase agreement

I appreciate your attention to my application and look forward to your favorable response. Please let me know if there are any additional documents or information needed for the processing of my loan.

Thank you very much for your assistance.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]