

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

[Recipient's Name]
[Recipient's Title]
[Recipient's Company]
[Company Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

Subject: FHA Mortgage Approval Letter

We are pleased to inform you that your application for an FHA mortgage has been approved. Below are the details relating to your loan:

Loan Amount: \$[Loan Amount]

Interest Rate: [Interest Rate]%

Loan Term: [Loan Term] years

Property Address: [Property Address]

This approval is contingent upon the following conditions:

1. Verification of employment
2. Submission of homeowners insurance
3. Any additional conditions outlined in our correspondence

Please ensure that all required documents are submitted within the next [number of days] days to proceed with the next steps of the mortgage process.

If you have any questions or need further clarification, please do not hesitate to reach out.

Congratulations on this exciting step toward homeownership!

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Company Phone Number]