

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Loan Officer's Name]
[Bank/Financial Institution's Name]
[Bank Address]
[City, State, Zip Code]

Dear [Loan Officer's Name],

I am writing to formally request approval for a Federal Housing Administration (FHA) loan for the purchase of my new home located at [Property Address]. I have completed all necessary applications and submitted the required documentation, including my financial statements, credit report, and proof of income.

I would like to confirm my eligibility and discuss any remaining steps needed to finalize this process. My commitment to maintaining a steady income and responsible financial management makes me a suitable candidate for this loan.

Please feel free to contact me at [Your Phone Number] or [Your Email Address] should you need any further information or clarification. Thank you for your attention to my application. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]