

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

[Recipient's Name]  
[Recipient's Title]  
[Company/Organization Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Response to FHA Application Inquiry

I hope this message finds you well. I am writing in response to your inquiry regarding my application for the FHA loan dated [application date]. I appreciate your prompt communication and attention to my application.

In reference to your questions about [briefly summarize the inquiries or concerns raised], I would like to provide the following information:

1. [Detail the first point of inquiry and provide your response]
2. [Detail the second point of inquiry and provide your response]
3. [Continue if there are additional inquiries]

I believe this additional information will assist in the review of my application. Please feel free to reach out if you have any further questions or require more documentation.

Thank you for your assistance. I look forward to hearing from you soon.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]