

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

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

Dear [Recipient Name],

Subject: Request for FHA Extension

I hope this letter finds you well. I am writing to formally request an extension for my FHA loan application. Due to [brief explanation of circumstances, e.g., unexpected delays, additional documentation needed, etc.], I am unable to meet the original deadline set for my application. I kindly ask for an extension of [number of days/weeks requested] to allow me adequate time to complete the required steps. This extension will enable me to ensure that all necessary documentation is thorough and complies with FHA guidelines.

I appreciate your understanding and consideration of my request. Please let me know if you need any further information or documentation to process my extension.

Thank you for your attention to this matter. I look forward to your positive response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your FHA Case Number (if applicable)]