

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

[Recipient Name]  
[Recipient Title]  
[Institution Name]  
[Institution Address]  
[City, State, Zip Code]

Dear [Recipient Name],

Subject: FHA Loan Extension Application

I hope this message finds you well. I am writing to formally request an extension for my FHA loan, account number [Your Account Number], which is set to mature on [Original Maturity Date].

Due to [briefly explain your reason, e.g., unforeseen circumstances, financial challenges, etc.], I am requesting an extension of [length of extension requested, e.g., six months, a year]. This additional time will greatly assist me in [explain how the extension will help you, e.g., stabilizing my financial situation, securing additional funds, etc.].

I have been a responsible borrower and have consistently made my payments on time. [Optionally, include any additional relevant information or documentation that supports your request.]

Thank you for considering my request. I am hopeful for a positive response. Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you need any further information or documentation.

Sincerely,  
[Your Name]