

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

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

Subject: Request for FHA Loan Extension

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request an extension on my FHA loan, account number [Your Loan Number]. Due to [brief explanation of circumstances, e.g., unforeseen financial difficulties, job loss, medical emergencies], I am unable to fulfill the terms of my current loan agreement.

Given my efforts to address these challenges, I am seeking an extension of [specify desired extension period, e.g., 6 months, 12 months] to [purpose of the extension or plan moving forward, e.g., regain financial stability, explore alternative solutions].

I appreciate your consideration of my request and am willing to provide any necessary documentation to support my case. Thank you for your understanding and assistance in this matter.

I look forward to your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]