

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

[Loan Officer's Name]
[Bank/Institution Name]
[Bank/Institution Address]
[City, State, Zip Code]

Subject: Inquiry Regarding FHA Loan Extension

Dear [Loan Officer's Name],

I hope this message finds you well. I am writing to inquire about the possibility of extending my FHA loan, [Loan Number], which is currently set to mature on [Maturity Date]. Due to [briefly explain reason, e.g., financial difficulties, unforeseen circumstances], I am seeking assistance in extending the terms of my loan to better align with my current situation.

I would appreciate it if you could provide information on the process, any necessary documentation, and the options available to me for extending my FHA loan.

Thank you for your assistance. I look forward to your prompt response.

Sincerely,

[Your Name]